

**Role:** Finance Assistant  
**Department:** People & Business Operations  
**Location:** Based in Mansfield (Kings Mill Way) with travel to all R.E.A.L. sites  
**Accountable to:** Head of Finance  
**Salary:** OMC

### **Function of the Role**

The Finance Assistant will support the finance team with purchasing, credit control, purchase and sales ledger transactions, banking and VAT returns, preparing management accounts and other ad hoc admin tasks.

### **Accountabilities**

- Managing the purchase ledger ensuring the information entered is accurate and completed in a timely manner.
- Preparing weekly payment runs
- Daily reconciliation of all bank accounts
- Managing petty cash accounts
- Processing staff expenses
- Managing the termly ordering process and other ad hoc purchases
- Supporting with month end, e.g. accruals and prepayment journals and reporting
- Support the monthly payroll
- Support with quarterly VAT returns
- Credit Control
- Administrative and filing tasks
- Ad hoc duties as required by Head of Finance & Senior Finance Officer

### **Performance indicators**

Adherence to accountabilities and responsibilities  
Compliance with organisation's policies and procedures  
Performance as observed by colleagues and young people  
Impact and outcomes for young people

### **Key values and ethos of organisation**

Trust, Innovation and Achievement

<b>Knowledge</b>	<u>Essential</u>	<u>Desirable</u>	<u>Where</u>
Competent in the use of ICT	X		A, I
Working knowledge of Microsoft Office package and Google	X		A, I
Intermediate user of MS Excel, use of VLOOKUP and Pivot Tables		X	A, I, T
Understanding of basic accounting principles	X		A, I
<b>Experience</b>			
At least one years experience of working within a finance office or a similar role	X		A
Extensive experience within an administration role	X		A
Experience in using Sage Accounting Software		X	A
Experience in using Excel or Google Sheets	X		A, I, T
<b>Skills</b>			
Ability to maintain high degree of confidentiality	X		I
Ability to work as part of an effective team	X		A, I
Reliable, self motivated and have a positive attitude	X		A, I
Willingness to learn new skills and be trained	X		A
Ability to be able to prioritise workload and work to strict deadlines	X		A, I
Strong attention to detail and analytical skills	X		A, I, T
<b>Education and Training</b>			
A minimum of 5 GCSE's C and above Including Maths, English and ICT (or equivalent)	X		A
Strong A Levels or equivalent	X		A
Accounting Qualification		X	A
To be able to produce evidence of previous continuous professional development	X		A
Numerate and Literate	X		A, I, T
Aware of Safeguarding including Safer Recruitment and GDPR.		X	A, I

<b>Qualities</b>			
Professional manner to encourage trust and confidence; building rapport and employee engagement.	X		I
Inspiring, creative thinker with authentic ideas		X	I
Emotionally intelligent individual, with clear aspirations and drive to develop	X		I
Must hold a full UK Driving Licence, have access to a road worthy vehicle and have Business Insurance.	X		A
Be committed to adhering to the organisation's policies, procedures and practices.	X		A, I
Be committed to delivering holistic family interventions.	X		I
Be driven to provide positive outcomes to children, young people and vulnerable adults.	X		A, I
To support the core values of Trust, Innovation and Achievement.	X		I
Comply with necessary Enhanced DBS and Social Media checks.	X		I

***Where internal employees do not meet particular essential criteria but have proven outstanding performance, the organisation reserves the right to further progress their application.***

\*How

A - Knowledge, understanding and experience will be scored using the application form.

I - Knowledge, understanding and experience will be tested at Interview

T - Knowledge, understanding and experience via a practical test.