



## Finance Assistant

Salary / grade range	£26,421 – £29,777
Location	1 Angel Square, Manchester, M60 0AG
Reports to	Trust Senior Finance Manager

### Purpose of role:

The primary focus of this position is to assist in the effective and efficient administration of the Finance Department. You will work under the guidance of the central trust finance team. The position requires a high degree of professionalism, tact and commitment.

The role requires the individual to work to tight deadlines, be proactive and use their own initiative.

### Key accountabilities (and specific duties / responsibilities):

- Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales
  - Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation ready for payment and correctly flagging any intercompany transactions.
  - Preparing the central payment run and ensuring that invoices are paid within the specified time limits
  - Timely reconciliation and maintenance of the credit card log sheets for review and sign off within month end deadlines.
  - Reviewing and checking audit reports for amendments to creditors, requesting any additional information required and ensuring that any outstanding data is chased to resolution.
  - Raising of Sales Invoices from appropriate documentation, printing and checking for accuracy before distributing to debtors
  - Chasing Debtor payments
  - Processing intercompany/VAT transfers on the online banking system ready for approval
  - Supporting Assistant Finance Manager with month end procedures including bank and other reconciliations and posting of journals as required.
  - To maintain an accurate filing system suitable for audit purposes
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- Dealing with queries from suppliers (including statement reconciliations), debtors, budget holders and other Academy staff
  - Maintaining the central finance team mailbox, opening and distributing central team post and answering central Trust telephone, supporting any queries that should arise.



- To operate flexibly and, in particular, to assist at peak times with other central finance workstreams
- Ensure confidential, tactful and secure management of sensitive information
- The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Trust; and
- The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post.

## Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• GCSE in Maths and English</li> </ul>	E	A
<b>Experience</b> <ul style="list-style-type: none"> <li>• Working with a finance system</li> <li>• Proficient in MS Office/Google</li> <li>• Strong Communication Skills</li> <li>• Dealing with queries</li> </ul>	E E E E	A A/I A/I I
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>• Great Organisational skills, in managing a diverse workload and respond quickly to issues/queries raised.</li> <li>• Proactive, able to see what needs to be done and to prioritise work accordingly</li> </ul>	E  E  E	I  I  I



<ul style="list-style-type: none"> <li>Flexible, self-motivated &amp; resilient to changing demands; able to work independently, on own initiative and without supervision</li> </ul>		
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Approachable, able to build strong working relationships with other members of the finance team across the Trust.</li> <li>Able to work collaboratively with other Finance Colleagues across the Trust • Good attention to detail.</li> </ul>	E  E  E	I  I  I

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.