

## Job Description

<b>Job Title</b>	Financial Assistant
<b>Name of Job Holder</b>	
<b>Department</b>	Finance
<b>Reports to</b>	Head of Finance
<b>Location</b>	KB Event, Pinxton
<b>Job Purpose</b>	
<p>Based at Pinxton, the postholder will work as part of a small Finance team and be responsible for working across both the purchase and sales ledgers, as well as processing invoices, orders, credit notes and undertaking other financial administrative duties in an appropriate and timely manner.</p>	
<b>Principal Responsibilities</b>	
<ul style="list-style-type: none"> <li>• To ensure all purchase orders are raised in accordance with accounting and company guidelines</li> <li>• To create, process, despatch invoices inaccurately and in a timely manner and ensure costs are allocated accordingly</li> <li>• To process payments through a variety of methods to include BACS, CHAPS and SWIFT transfers</li> <li>• To capture data on the payment of invoices and chase debtors in accordance with company policies</li> <li>• To review bank statements and undertake the necessary reconciliation activities on a daily basis</li> <li>• To assist other members of the finance team in creating financial reports, models, forecasts and budgets, as required</li> <li>• To respond to queries (via email or telephone) from internal stakeholder, customers in relation to invoices</li> <li>• To support in the annual auditing activities</li> <li>• To deal with accruals, prepayments and journal posting in a timely manner</li> <li>• To undertake credit checks and set up credit accounts for new clients</li> <li>• To maintain and report on cashflow and debtor days</li> <li>• To review, analyse and communicate reports by cost centre</li> <li>• To administer and issue petty cash in accordance with company rules</li> <li>• To ensure the accurate filing and archiving of financial documents and records – both physically and electronically</li> </ul>	

- To collate data for EU VAT reclaims on fuel
- To process and despatch accurate statements to clients on a monthly basis

**Person Specification**

- Previous experience working within a finance team, ideally within a similar role – across both purchase and sales ledger
- A good track record in working within a role that requires accurate data entry and attention to detail
- Good IT skills covering Microsoft packages, with an excellent level of competency in MS Excel and various other databases and systems
- Able to demonstrate excellent customer service skills – both verbally and in writing
- Undertaken previous work in roles where organisation, the ability to prioritise and a proactive approach is necessary
- A proven ability to build strong working relationships with internal stakeholders
- Capable of working with numerical and financial data with a minimum of GCSE Maths at a Grade C /Level 4 or higher

**Organisational Responsibilities**

- Along with all employees in the business, the postholder will:
- Work within given Health and Safety guidelines and proactively act in a way that reinforces a culture of safety across the organisation
  - Ensure that they are compliant with the organisation’s policy on Equal Opportunities and behave in a way that supports and reflects an inclusive culture in the business
  - Undertake any other suitable and appropriate task requested of them by management in relation to their role or which supports the achievement of wider team and organisational objectives

<b>Signature Job Holder:</b>	<b>Date:</b>
<b>Signature Manager:</b>	<b>Date:</b>