

Job Description



Job Title **Purchase Ledger Finance Assistant**

Reporting to:	Purchase Ledger Team Leader
Direct Reports:	N/A
Location:	TBP Birmingham
Hours:	37.5
Pay point and salary:	5CHASFIXX1

Overall Aim

To work as part of the Finance Team to ensure the integrity of the organisation's financial information through the accurate recording of financial transactions on a timely basis.

To support colleagues across Sense to ensure the financial health of the organisation

Description of Role

The finance assistants support their line manager and team members to ensure the integrity of finance data that is captured in the finance ledgers and to ensure cash is received or paid on a timely basis.

Specific Responsibilities

- To be responsible for the day-to-day maintenance of the finance ledgers as instructed
- Processing of invoices, Petty Cash Returns and Employee Expense Claims ensuring they are authorised in accordance with delegated spending limits and coded to the correct account and cost centre
- Deal with incoming and outgoing post.
- To identify and alert Team Leaders of accruals and prepayments.
- To work collaboratively with internal and external people to ensure queries are resolved so that payments can be made within agreed terms

- To reconcile supplier statements on a monthly basis.
- Identify transactions for recharge.
- To make payments on behalf of the people we support.
- To ensure financial documents are scanned, filed and kept in accordance with data protection rules and local finance procedures.
- Set up Credit Card applications in line with procurement policy.
- To process agency staff invoices and generate ad hoc reports of agency usage across the organisation.
- Prepare accruals.
- Prepare reports for weekly Payment runs.
- Process weekly Payment runs (once in post for over 6 months).
- Prepare and process journals as and when required to move expenditure including regularly clearing the B9999 report for the Credit cards.
- Assist Team Leader with clearing Withheld and BFWD reports.
- Deal with processing for informing bank of signatories to be added and removed from accounts (Petty cash and PWS bank accounts).
- Process bulk Supplier invoices (using spreadsheets including V lookups, concatenate and Pivot tables).
- Ensure Master Cost Centre spreadsheet is kept upto date.
- Prepare forms for Direct Debit and Standing Order new set ups and Amendments and arrange for authorisation from the Budget Holder.
- Prepare boxes and paperwork for archiving.
- To carry out any other duties as instructed by your line manager or senior team members.

Person Specification

Finance Assistant

The essential criteria are those things which you must have in order to do the job. Desirable criteria are those qualities that would be either useful, or an advantage to have and/or are things that you could be trained to do.

Education and Training	
Essential Criteria	Desirable Criteria
Able to demonstrate a level of numeracy and literacy to the equivalent of Grade 4/C English and Maths GCSE	Studying towards AAT

Achievements and Experience	
Essential Criteria	Desirable Criteria
Experience of working in an administrative role and processing a high level of data entry	Experience of working in a finance team.
Experience of using a variety of computerised data entry systems and on line portals such as banking software	Experience of using computerised finance systems such as SUN

Knowledge, Skills and Abilities	
Essential Criteria	Desirable Criteria
As directed by your line manager, plan and prioritise your workload to ensure your own work objectives are met	
Able to demonstrate excellent team spirit by supporting colleagues to achieve team objectives consistently and change is introduced successfully	Ability to identify more efficient ways of working without compromising financial procedures
Be accurate and show attention to detail.	
Good IT skills. Familiar with Microsoft applications such as Excel, Word, Outlook	
Ability to explain basic finance information to non-finance colleagues and help them	

work within established Finance Policies	
Excellent customer service skills with the ability to respond to queries and offer solutions or signpost if appropriate to ensure queries are dealt with in a timely manner.	
Ability to build effective working relationships with internal colleagues and external agencies	
Good written and verbal communication skills	
Knowledge and understanding of Data Protection issues	
<p>A commitment to Sense's values which underpin everything we do and shape the way we work to pursue our strategic outcomes.</p> <ul style="list-style-type: none"> • We include • We collaborate • We find a way • We challenge • We celebrate 	