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**JOB DESCRIPTION**

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| **Job Title:** Finance Assistant  |  |
| **Department:** Finance |  |
| **Reporting to:** Purchaser Ledger Supervisor |  |

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| **Purpose of Role** To perform high quality transactional processing for purchase transactions to contribute to the efficient and effective performance of the Trusts’ financial accounting function in compliance with the Trusts internal policies and procedures.  |
| **Main duties****Purchase Ledger** 1. Ensure the timely input of all purchase invoices on to the Trusts accounting system.
2. To support internal staff to raise accurate purchase orders on to the EBis procurement system.
3. To keep an up to date and accurate register of Trusts procurement contracts.
4. To reconcile supplier statements to the Trust’s records and to deal with supplier queries in a timely and professional manner.
5. To ensure all supplier account details are up to date, processing changes and new suppliers in a timely manner.
6. To work collaboratively within the finance team to ensure the accurate and timely recording of financial transactions and to ensure best practice is adhered to.

**Procurement Cards** 1. To process the Trusts monthly procurement card statement ensuring appropriate records are being maintained from procurement card holders
2. To liaise with procurement card holders to support queries with procurement cards as/ when they arise.
3. To keep an accurate and up to date register of the procurement cards held by the Trust.

**Payments** 1. To support the process weekly payment runs as required.
2. To process miscellaneous and sundry payments as required.
3. To process the Trusts staff expenses in line with the Trusts expenses policy.

**General** 1. Monitor the accounts email in-box and physical in-tray
2. To review and sort the Daily post and to allocate to relevant team members accordingly.
3. Ensure a register of standing order and direct debit mandates is mandated for purchases
4. Perform Finance Team administration duties as required
5. Respond to general queries and undertake ad hoc tasks
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| **Date of description: January 2019** **Prepared by: Financial Controller**  |
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| **Experience**  |  |
| * Previous experience working on purchase ledger within a similar sized finance function
* Experience using a recognized accounting software processing purchase invoices
* Experience using purchase order systems and ensuring the goods and services are procured in line with the agreed processes.
* Experience preparing and processing payments.
* Experience reconciling corporate credit card account.
* Experience preparing a posting journals within accounting systems and reconciling balance sheet codes.
* Experience reconciling supplier statements.
* Previous experience of dealing with high volumes of transactions and queries in a face paced environment
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| **Skills & Abilities:** |  |
| * Strong attention to detail and ability to process transactions accurately.
* Strong excel skills including formula’s and PIVOT tables
* Ability to work within a busy environment and prioritise workloads
* Ability to resolve complex queries in a timely manner.
* Strong communication skills with suppliers and the Trusts’ staff.
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**Person Specification**