

Job Description: Finance Assistant

General

Job Title:	Finance Assistant
Location:	London
Reporting to:	Finance Manager

Job Overview

Job Purpose

The purpose of this role is to provide administrative and financial processing support in the Finance Team. The Finance Assistant will work closely with the Finance Officers supporting them through the accounts payable process, preparing and posting income and expenditure into the accounting system, managing the Finance team filing and providing administrative support.

Scope and Accountability

The Organisational Support teams provide support to all parts of Conciliation Resources in the areas of financial management, personnel (HR) management, fundraising, information and communications technology, facilities and organisational communications.

The Finance Assistant reports to the Finance Manager.

The post-holder will work closely with the Finance Officers (x2) and takes part in Finance team meetings and may be required to work directly with budget holders.

Specific Responsibilities and Tasks

a. Finance and Financial Systems

Finance Systems

- Responsible for day-to-day processing of authorised financial information such credit card statements, petty cash, staff expense and other income and expenditure transactions, updating relevant transaction logs and that accounting entries are charged to the correct approved budget.
- Responsible for maintaining and updating accounts payable in the Access Accounting System for authorisation by budget holders and that all necessary supporting and required documentation is held and is valid.
- Collect and examine supporting documentation that support reconciliation of expenditure associated with field trips or payments sent to partner organisations, raising and resolving queries that may arise.
- Preparing journals based on prepared reports including checking receipts against set criteria.
- Posting pre-prepared journals.

- Participate in projects to improve finance processes, systems and technology
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Audit

- Assist in the preparation of the annual audit file and external audits of funding contracts.

Financial Management, Reforecasting and Reporting

- Maintain and update supplier details in the organisational database.
- Support, as needed, the Finance Officers in their monthly meetings with budget holders.
- Collate receipts for donor reports including retrieving information from storage.

b. Filing, Administration and Communications

- Filing of finance paperwork (both hard and soft copy) and ensuring records are accurately archived and accessible to all Finance colleagues.
- Post updates / content to the intranet particularly on Finance team activities and innovations in internal systems.
- In liaison with Finance Officers and Operations team, following up on internal and external financial queries when appropriate.
- Managing the Finance email inbox

c. Support to Finance Team and across the Organisational Support functions

- Provide support and information to colleagues in the Finance team and across the Organisational Support functions as required.
- Be the second line support for answer and transfer incoming telephone calls, respond to calls from the main gate, welcome visitors and deal with deliveries and couriers.

d. Other Responsibilities

- Participate in internal meetings and communications.
- Participate in regular line management sessions, semi-annual and annual appraisals and keep the HR Information System up to date.
- Participate in team and organisation-wide meetings.
- Perform other duties and tasks, consistent with the skills and expertise of the post-holder, as required in non-routine circumstances.

Person Specification

Knowledge

- Some knowledge of using an accounting or book-keeping system.
- Working knowledge of a second language (French, Spanish or Russian would be an advantage but is not required).

Experience

- Experience of undertaking a range of administrative and financial duties including processing financial transactions and exporting financial information into other software.
- Very good computer skills with a degree of proficiency in Excel.
- Experience of professionally handling visitors and responding to telephone and email enquiries would be an advantage.
- Experience of working in a multi-cultural environment.
- Experience of handling information in a confidential and sensitive manner.

Skills

- Excellent numeracy skills with a keen eye to detail.
- Able to work quickly and accurately to tight deadlines, effectively managing one's time and prioritising competing demands in a methodical and systematic manner.
- Excellent English verbal and written communication skills.
- Proven ability to work as part of a team, follow instructions and guidance as well as independently.
- Initiative, enthusiasm and a common sense approach to problem solving.
- Strong administrative and organisational skills.

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