

Finance Assistant

Reporting To: Finance Officer

Grade: C

JD ID: 39

Reporting Employees: None

Main Purpose

To support and assist the Finance Officer ensuring that financial information is processed in accordance with stated policies & procedures in order to provide management and statutory report information. To maintain detailed and accurate records of all income & expenditure using a computerised accounting system.

Duties

- 1 To input accounting data into the accounting system with speed and accuracy.
- 2 Respond to routine enquiries from staff / customers and suppliers and analyse basic financial information in order to formulate a response.
- 2 Ensure that all payments due are presented to the Director of Resources for payment promptly either by way of cheque or directly through the bank. Ensure that all items of expenditure are authorised correctly in line with Martha Trust Policies.
- 3 To apply basic accounting knowledge and techniques to all areas of work, including the production of journals, routine costing and variance analysis.
- 4 Monitor all utilities usage on a monthly basis and ensure best value is being achieved in all areas. Highlight any discrepancies and bring them to the attention of the Finance Officer.
- 5 Assist in the re-negotiation of all new supplier contracts under the guidance of the Finance Officer.
- 6 To suggest changes to internal department procedures as identified and be involved in the continuous improvement and development of processes.
- 7 Observe and maintain client confidentiality at all times.
- 8 To provide cover for the Finance Officer during periods of annual leave and to undertake any other reasonable duties as directed by the Finance Officer.

Person Specification

- * Good GCSE/A Level standard education or equivalent
- * Excellent administrative/organisational skills
- * Experience of working with accounting software package (desirable)
- * Previous experience in a related role
- * Cheerful 'can-do' helpful attitude at all times
- * Computer literacy (Word & Excel)
- * Smart business-like personal presentation
- * Respect for the Christian ethos of the Trust