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| **1.** | **Job Details** | |
| **Job Title** | | Finance Assistant |
| **Department** | | Finance |
| **Responsible to** | | Finance Manager |
| **Location** | | Stony Lane, Christchurch, Dorset, BH23 1EX, UK |

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| **2.** | **Overall Purpose** |
| To provide effective support to the Finance Manager with day-to-day accounts transactions | |

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| **3.** | **Key Areas of Responsibility** |
| * Process purchase ledger invoices against receipted purchase orders * Clear purchase ledger queries * Process weekly supplier payment runs * Supplier statement reconciliation * Send customer invoices, update statements and process receipts * Daily bank postings, monthly bank reconciliations (sterling & dollar accounts) * Manage supplier queries * Manage incoming accounts emails * Fixed Asset Additions/Disposals/Depreciation * Petty Cash Reconciliation and journal posting * Assist with Month End Tasks including Accruals/Prepayments, G/L Coding, GRNI’s and Balance Sheet reconciliations * Ad Hoc Project Reporting | |

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| **4.** | **Experience Required** |
| * Currently studying or looking to start studying AAT or equivalent | |

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| **5.** | **Key Knowledge Areas** |
| * Knowledge of manufacturing accounts processes is desirable | |

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| **6.** | **Key Skills and Technical Requirements** |
| * Strong attention to detail * Ability to work on own initiative * Problem solving skills * Time management and ability to prioritise * Experience of Microsoft Office Suite, especially Excel | |

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| **7.** | **Person Profile** |
| * Willingness/desire to learn * IT literacy to deal with various technologies and programmes * Attention to detail to ensure high levels of quality * The ability to communicate clearly and persuasively with your team, managers, and clients * The ability to work under pressure and multitask * The ability to work in a logical, systematic manner. * Credible and confident communicator (written and verbal) at all levels. * Self-motivated, with the ability to work proactively using own initiative. * Highly customer focused * Enthusiastic * Ability to effectively communicate ideas and thoughts to people at all levels of the organisation, establishing credibility with management and employees throughout the supported population. * Comply with company ITAR/EAR requirements - May require use of information that is subject to the International Traffic in Arms Regulations (ITAR) and / or the Export Administration Regulations (EAR). * Analytical approach to problem solving. * A hands on, Pro-Active, Motivated Individual | |