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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
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