



JOB DESCRIPTION

Role: Finance Assistant		Business Function: Finance	
Reports to: Monnie Arnfield		Department: Finance	
<p>Purpose: Supporting the expenses and purchase ledger function across the group. Processing a high volume of expenses, invoices, supplier statement reconciliations and ad hoc investigations. Preparing monthly journals, reconciling accounts and other ad hoc tasks. Managing relationships and resolving internal and external queries. Managing and reconciling all credit card accounts and coding up to the relevant nominals. Maintain excellent relationships with key stakeholders across the business. Drive continuous improvement of current processes within the Finance function.</p>			
Accountabilities with Key Outcomes:			
1	Process expenses in a timely manner		
2	Answering expense queries and managing the employee expense inbox		
3	Processing purchase invoices		
4	Control account reconciliations		
5	Management of the credit card process		
6	Support Finance Manager with Ad hoc queries		
7	Support team with system cleanse in preparation for software upgrade		
8	Preparation of monthly journals		
9	Assisting other team members as and when required		
Knowledge, Skills and Experience:			
<u>Essential</u>		<u>Desirable</u>	
Highly numerate		Previous experience of Agresso/Business World	
Team player, self-motivated, enthusiastic, can-do attitude, readily accepts new challenges, fast learner.		AAT qualified	
Best practice purchase ledger procedures.			



Knowledge of accounting for VAT.	
Previous experience in a fast-paced finance department	
Excellent communication skills	

<u>Job Impact/Influence Measures:</u>
Relationships with internal employees
Relationships with suppliers
<u>Decision-making Authority:</u>
Decide if an expense is in policy and is allowable

Organisation Chart

