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| **Job Title:** Finance Assistant  | **Reports to:** EA / Office Manager | **Roles Reporting to this role:** n/a |
| **Location:** Based in Salisbury  | **Business Stream:** Core Finance  | **Indicative Salary Range: £22,871** |
| **Purpose of role:*** Sales ledger: Creating and managing invoices requested by Project Managers through our internal project management system, to contracted specifications.
* Project Support: Providing expert support to our Project Managers in invoicing through our internal project management system.
* Credit Control: Working closely with the Credit Controller and providing absence cover.
* Working as part of the Finance Team to deliver exceptional financial support to the company.
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| **Person Specification****Key Technical Skills / Competencies:*** Experience of working within a busy finance team essential
* Previous experience of finance processing
* Experienced and confident in using accounting packages (Xero an advantage)
* Commercially minded (experience of interpreting contract payment terms an advantage)
* Ability to take initiative and work independently
* Excellent attention to detail

**Key Behavioural Competencies:*** Ability to work both independently and as part of a team
* Collaborative attitude with all departments and grades
* Sharing knowledge and understanding
* Highly motivated
* Positive, pro-active and solution led decision taking
* Looking to develop skills and experience

**Key Analytical Skills:*** Excellent numeracy
* Ability to quickly learn and explain new systems and processes
* Excellent written and verbal communications skills

**Qualifications:*** Excel essential (formal qualification not required)
* AAT optional
 | **Role Specification****Key Tasks and Activities:*** Manage the sales ledger
* Produce sales invoices and credit notes
* Interpret contract specifications regarding invoicing
* Some credit control in support of the Credit Controller
* Providing proactive support to Project Managers on best practice in invoicing and other project accounts
* Assistance with analysis

**Additional Key Accountabilities:*** Provide absence cover and support through ad hoc tasks for the finance team and Chief Financial Officer as appropriate
* Support the Chief Financial Officer in Year End / Month End accounts
 | **Outputs****Key Outputs / Deliverables:*** Monthly production of sales invoices
* Timely processing of monthly accounting input

**Key Interfaces:**External* Clients and potential clients
* Suppliers

Internal* Chief Financial Officer
* Finance Team
* Project Managers
* Operational Teams
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