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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. | | | |
| **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 |