

JOB DESCRIPTION

Title:	Finance Assistant
Responsible to:	Senior Finance Assistant
Job Purpose:	To deliver, and maintain, the smooth running of the day-to-day finance function for Abbeyfield Southern Oaks (ASO)

Key Responsibilities

Purchase Ledger Management

- Ensure correct coding, approval and timely processing of all supplier invoices.
- To complete regular Credit Card reconciliations against staff expenditure Supplier Statement reconciliation.
- Prepare and process weekly payment runs.
- Complete monthly supplier and control account reconciliations
- Dealing with telephone calls from suppliers relating to requests for payment and general queries.

Sales Ledger Management

- Raise sales invoices, credit notes and refunds for rent and other services.
- Perform credit control, escalating issues in a timely manner, to minimise debts and arrears.
- Utility Billing and reconciliation
- Send Monthly Statements to customers and deal with any queries.
- Complete monthly customer and control account reconciliations

Other duties

- To complete regular Credit Card reconciliations against staff expenditure
- Support system developments.
- Support our internal POS system.
- Create and maintain stock records for shop, bar & restaurant.
- Perform ad hoc analysis, cost investigation and reporting from Business Central
- Attend meetings as required.
- Ensure all record keeping complies with the terms of the Data Protection Act (2018)
- Ensure ASO policies and procedures are always the most recent versions and are adhered to.

Expected Outcomes

- All tasks follow the correct process and completed in a timely manner
- Financial transactions are in accordance with GAAP, HRA and other regulatory bodies as well as ASO financial regulations
- Invoices are well managed and processed to comply with payment terms
- Supplier and Customer queries are minimised and responded to efficiently

CANDIDATE PROFILE

Essential Requirements:

- Highly developed interpersonal skills, with the ability to communicate effectively with a range of stakeholders: residents, trustees, volunteers, suppliers, council officers etc.
- Excellent Excel and Word skills, proficient with SharePoint and other Microsoft products
- Excellent level of numerical, literacy and analytical skills
- Able to work equally well independently and as part of a team.
- Good organisational skills with attention to detail
- Problem solver who seeks to improve performance, efficiency and effectiveness.
- Self-starter with proactive approach
- Excellent relevant qualifications at GCSE and A level or equivalent

Desirable Requirements:

- Book-keeping experience: maintaining sales and purchase ledgers.
- AAT qualified or equivalent
- Experience of working with and improving established office procedures and systems
- Experience of using Business Central
- Experience of working for a registered housing provider or similar
- Experience of translating financial data to non-finance personnel
- Experience of working with older people