

JOB DESCRIPTION

Post: Finance Assistant

Location: Head Office

Accountable to: Management Accountant

Direct Reports: n/a

WORKPLACE VALUES

The post holder will be expected to operate in line with our workplace values, which have been co-produced by individuals who use our services.

Our core values:

- **Big Hearted:** we say that we are proud of the quality of care, empathy and kindness we offer to the people we support and each other.
 - **Count on Us:** we act in a way that you can rely on us to be able to meet the needs of the people we support and each other.
 - **Together as One:** we say that we take pride in working as a team to deliver a very person-centred service.
 - **People Focused:** we recognise the importance of transparency, trust, recognition and development within our workforce.
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JOB PURPOSE

To ensure that New Directions sends invoices on schedule and includes all the necessary items on the invoice, including VAT.

To follow up on outstanding debts and make sure all debtors pay their invoices within agreed timescales.

To provide other financial and administrative support to the Finance team and wider organisation.

MAIN DUTIES

1. Raise, code, process and send sales invoices in a timely manner to meet financial deadlines.
2. Take payments over the phone.
3. Monitor receipts and remittances advices.
4. Reconcile debtor statements.
5. Liaise with customers and budget holders to identify and resolve any discrepancies, queries, etc.

6. Run Debtors analysis at period end, create statements and do follow-up calls to customers to request payment.
7. Run Debtor report at period end and reconcile to customer statements.
8. Assist in the production, analysis and review of weekly client registers.
9. Prepare financial document templates to assist budget holders to record transactions.
10. Respond to day-to-day queries from budget holders and other clients.
11. Contribute to, and support management with the Financial and any internal audits.
12. Cover and support of Purchase Ledger as necessary.
13. Undertake other duties that may be necessary and compatible with the nature of this post and provide flexibility when undertaking the role.

SPECIAL CONDITIONS

- Standard DBS check.

QUALIFICATIONS AND EXPERIENCE

See Person Specification.

GENERAL

The post holder will be expected to work flexibly, and the exact nature of the duties described above is subject to periodic review and is liable to change. The post holder will be self-motivated and will effectively prioritise activity to achieve the maximum benefit.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

Where the post-holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

All employees are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work.

All staff are responsible for compliance with applicable legislation and Company policies and procedures so far as they affect them, their colleagues and others who may be affected by their work.

All staff have a duty to report, through the line management process, any aspect of service user care which warrants investigation or urgent action and to take appropriate action in an emergency. This includes sharing any information about any New Directions' employee who they consider may pose a risk of harm to vulnerable adults in accordance with New Directions' Safeguarding and Whistle Blowing Policies.

All staff have a duty to comply with the Company's Data Protection Policy to ensure that client information data is lawfully gathered, accurate and up to date and only divulged in accordance with the General Data Protection Regulation (GDPR) and all other data protection legislation that is in force.

This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore not entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Company. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

Date: August 2024

PERSON SPECIFICATION

Personal Attributes Required Finance Assistant	Essential (E) or Desirable (D)
Qualification & Training Knowledge of Sage 200	D
Experience Working in a finance role within a medium sized Company, Local Authority or not for profit entity Sales ledger and accounts support experience Use of financial systems to collate, interpret and provide statistical information Working with and providing financial advice/support to senior managers	<div style="text-align: center;">E</div> <div style="text-align: center;">E</div> <div style="text-align: center;">D</div> <div style="text-align: center;">D</div>
Skills/Knowledge/Aptitudes Proficient in Microsoft applications with strong Excel skills to perform reconciliations Professional interpersonal skills and ability to communicate clearly both verbally and in writing Organised and self-motivated Ability to successfully work on own or within a team Ability to work under pressure and produce accurate information in a timely manner Ability to work independently and with minimum supervision Ability to plan and prioritise own workload and meet deadlines Flexible and pro-active approach to work Ability to demonstrate behaviours that are aligned to the Company's core values	<div style="text-align: center;">E</div> <div style="text-align: center;">E</div> <div style="text-align: center;">E</div> <div style="text-align: center;">E</div> <div style="text-align: center;">E</div> <div style="text-align: center;">E</div> <div style="text-align: center;">E</div> <div style="text-align: center;">E</div>
Special Requirements Standard DBS Check	E