



J O B D E S C R I P T I O N

FINANCE ASSISTANT

1. SUMMARY

To be responsible for the purchase ledger, sales ledger, cash handling, cash posting, banking, credit control and to provide a range of financial assistance and other support to the Finance Department as required in accordance with relevant policies, procedures and statutory requirements

2. PRINCIPAL RESPONSIBILITIES

Responsibilities will be allocated by the Finance Manager to each Finance Assistant.

- a) Code and process supplier invoices to the accounting system
- b) Reconcile supplier accounts
- c) Pay suppliers within the account system and using online banking and cheques
- d) Input data to spreadsheets, update reports for invoicing, banking and reporting of client data
- e) Produce and process sales invoices and statements
- f) Post customer receipts to the sales ledger
- g) Process other receipts and payments as advised by the Head of Finance
- h) Monitor aged debtors, produce reports and assist in the collection of outstanding money
- i) Prepare monies for banking and take to bank
- j) Take payments over the phone and in person
- k) Prepare Direct Debit instructions and post collections
- l) Issue out petty cash and maintain appropriate records relating to petty cash transactions
- m) Process the petty cash payments to the accounts system
- n) Process banking returns from other centres to the accounts system
- o) Deal with supplier and client queries
- p) Be familiar with and ready to cover the work of the other Finance Assistant especially during periods of holiday/sickness absence
- q) Undertake any other tasks appropriate to the post as advised by the Head of Finance

3. GENERAL RESPONSIBILITIES

- a) Ensure that at all times the greatest care is taken in the maintenance of the confidentiality of records and information relating to the business, staff, volunteers and clients of Age UK Plymouth (in accordance with the Data Protection Act and Charity policies)
- b) Comply with the Charity's Health and Safety policies and other relevant policies and procedures as contained in the Employees Handbook and as appropriate to the post
- c) Assist and take part in the Charity's profile raising and charitable events
- d) Undertake any training considered appropriate to the post

4. UNDERTAKING

I understand and accept my responsibilities, and the Conditions of Service for the post of Finance Assistant.

Signed _____ Date _____

Name _____

(Please print)