

Job description

Job title:	Finance Assistant (Purchase Ledger)		
Department:	Strategy, Finance and Corporate Services/ Finance	Contract:	Part-Time
Reporting To:	Financial Controller	Hours per week:	22.2

1. Job purpose

To maintain the purchase ledger and the administration of our finance systems and processes, as well as providing general accounting support to the finance team and YMT colleagues.

2. Dimensions

Process 100-200 invoices weekly
Process BACS payments for 100-200 invoices weekly
Post 50-100 bank transactions weekly

3. Principal accountabilities

- Undertake Purchase Ledger activities; processing invoices onto the Finance system, and weekly BACS runs to enable the organisation to pay suppliers in a timely manner
- Resolving any invoice queries and disputes with suppliers
- Checking credit card transaction entered onto the Finance system to verify coding and eligibility of the expenditure
- Entering bank transactions and receipts onto the Finance system in a timely manner to ensure the monthly Management Accounts are accurate
- Provide cover for the Sales Ledger during periods of sickness and holidays for continuity of that role
- Maintenance and upkeep of the Finance systems to ensure all information is accurate and up to date
- Create and maintain reports for Wider Management to provide Management Information

Other duties

- Provide general finance administrative support to other departments throughout the Trust
- Undertake such duties of a similar nature which fall within the job purpose and are consistent with the grading of the post

4. Key performance measures

- All bank transactions are posted by the 2nd working day of the following month
- All invoices are entered onto the Finance system within 5 working days of them being received
- All suppliers are paid within their payment terms
- All users, codes and accounts are up to date on the Finance systems

5. Knowledge, skills, experience and behaviours

Knowledge

- Good working knowledge of Microsoft Office, in particular Excel
- Knowledge of Purchase or Sales ledger
- Finance systems

Skills

- Excellent Communication
- Excellent Customer Care
- Excellent organisational skills and attention to detail
- Ability to use initiative and effectively problem solve
- Prioritisation in a fast-moving environment

Experience

- Working in an office environment
- Working with Finance system or general data inputting
- Training staff on processes and procedures
- Production of reports

Behaviours

- Commitment to and advocacy of equality, diversity, inclusion and anti-racism and understanding how these apply to the role
- Willingness to be a team player
- Flexible attitude towards performing tasks and providing cover for colleagues
- Discretion in working with confidential information

6. Key relationships

Finance Team
Suppliers
Customers
YMT staff

7. Organisation chart