

Job Description and Personal Specification

Job Title:	Finance Assistant
Employer:	NWES Property Services
Line Manager:	Group Head of Finance
Hours:	Part Time – 4 days (32 hours) per week May include occasional evening or weekend work
Purpose / Responsibilities:	<ul style="list-style-type: none"> • Process sales invoices for both Rental and Service charges • Process and reconcile Internal Recharges • Process and issue all retention invoices & refunds when required • Review and chase outstanding debtors • Produce a monthly debtors report and review with Group Head of Finance and CEO, highlighting any problemed accounts • Respond to client emails within the Finance inbox for all sites • Process staff expenses within Sage and process for payment • Deal with incoming post • Resolve centre queries • Post bank transactions and reconcile bank accounts • Process and reconciling petty cash • Process and reconciling the company credit cards & Board Expenses • Process purchase invoices within Webexpenses • Review Creditors Ledger to process supplier payments • Reconcile NL accounts • Process and review payroll when lead is on leave • Any other ad-hoc duties as requested by line management

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Characteristics

	Essential	Desirable
Physical characteristics	<ul style="list-style-type: none"> • Able to visit other sites • Able to operate both in an office environment and in a peripatetic nature 	
Work experience	<ul style="list-style-type: none"> • Working within a finance background in both Public or Private Sector 	
Knowledge and Skills required	<ul style="list-style-type: none"> • Competent in using Microsoft Word, Excel, PowerPoint and Outlook • Excellent organisational skills • Understanding of the importance of producing data accurately in a timely manner • Sage 50 knowledge 	<ul style="list-style-type: none"> • Webexpenses knowledge
Communications	<ul style="list-style-type: none"> • The ability to communicate effectively to a range of audiences, sectors and individuals • Excellent customer service and interpersonal skills • Ability to deal with a variety of individuals and establish a working relationship whilst maintaining a professional approach 	<ul style="list-style-type: none"> • Ability to present information to others using a variety of formats such as reports and presentations
Aptitudes	<ul style="list-style-type: none"> • Ability to work under pressure and tight deadlines • A natural ability to get on with people • Ability to prioritise own workloads • Be able to learn and assimilate new ideas quickly and effectively • Willingness to undertake professional training 	
Disposition	<ul style="list-style-type: none"> • Be able to make things happen and have a positive attitude • Be able to gain colleague and client confidence in a short space of time • Open and friendly 	
Motivation	<ul style="list-style-type: none"> • Provide Information to line management in a timely manner 	
Circumstances	<ul style="list-style-type: none"> • Flexibility to work outside normal working hours 	