



JOB DESCRIPTION FINANCE ASSISTANT

Location Banovallum House, Horncastle

Responsible to Head of Finance

Job purpose To support the Finance Department with accurate, day-to-day financial processing and general administration

KEY TASKS

- A. Assist in the processing of purchase invoices and staff expenses including coding and ensuring that expenditure is correctly approved.
- B. Enter purchase invoices onto the Trust's Sage 50 financial system.
- C. Prepare the BACS supplier payment runs to ensure timely payment of invoices.
- D. Ensure that all supplier details on Sage are accurate and kept up to date.
- E. Reconcile supplier statements with the Sage purchase ledger records and to ensure that discrepancies are identified and resolved.
- F. Assist with general financial and administrative tasks.
- G. Assist in the chasing customer payments via phone, email, and letter.
- H. Assist with the year-end audit including preparation of information prior to the audit.
- I. Assist the Finance Officer and Head of Finance as required.
- J. Assist other staff in the resolution of financial queries.
- K. Undertake duties in accordance with the Trust's health and safety policies, risk assessments, procedures and safe working practices. To promote the welfare of children, young people and vulnerable adults and undertake duties in accordance with the Trust's safeguarding policies and procedures.
- L. In addition to the above normal duties, to undertake any other reasonable duties as required to support the work of the Trust.