

Financial Services	
Job Description	
Temporary Part Time Finance Assistant- Level 1 18 month contract 22.5Hrs	
Grade: LS16 Pro Rata	Post Number: TBC
Responsible to:	Systems & Performance Officer
Responsible for:	N/A
Job Objective:	To support the delivery of effective financial services through the provision of basic administrative support.
Main duties and responsibilities:	1. To provide basic administrative support as required by Financial Services in the achievement of agreed targets, objectives and timetables
	2. To assist the Finance Technicians with posting cash and sales invoices to the sales ledger.
	3. To deal with internal/external customers on the telephone and via email and taking payments by card over the phone.
	4. To upload invoices from suppliers.
	5. To update and set up supplier/customer details on the finance system.
	6. To prepare and upload journals.
	7. To assist in managing Finance emails
	8. To reconcile Supplier statements and request copy invoices where necessary and resolve any queries e.g. disputed invoices, in a timely manner
	9. To assist in the sending out monthly statements and reminder letters
	10. To keep up to date with relevant information and be aware of changes to policies and procedure. To work as part of a team to ensure relevant information is communicated appropriately.
	11. To process the incoming physical Mail for the department

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	12. To update the Cashflow/Bank charges/Cashiering spreadsheets with Payment/Direct Debit run figures on a daily basis
	13. To carry out any other relevant duties as determined by Managers, Business Partners and/or Finance Technicians.
Approved by: Designation: Date:	