

Finance Assistant

Job Title: Finance Assistant	Department: Finance Operations	Reports to: Finance Operations Manager		
Main Purpose of Job <ul style="list-style-type: none"> To assist with all internal processes which mainly include spreadsheet and internal procedure and process work To assist the Finance Operations Team with deadlines and accuracy performance 				
Main Duties <ul style="list-style-type: none"> Scanning all Accounts paperwork on an ongoing basis Data input assistance which includes Direct debit form completion and printing Assisting with the banking process which includes spreadsheet work and scanning Opening and distribution of external, internal post ensuring comprehensive paperwork is accurate Responsible for completing spreadsheets Responsible for following a very strict procedure Team Work – We are one team and when other staff are struggling we all help, this includes: Banking, sending telegraphic transfers, raising nominal cheques, direct debit set ups, answering telephones, sorting out queries raised internally and by customers 				
Key Success Criteria <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> A. Individual Performance Indicator <ol style="list-style-type: none"> Timely deadlines Service levels Job completion Team effort </td> <td style="width: 50%; vertical-align: top;"> B. Expected Deliverable <ol style="list-style-type: none"> Achieve deadlines Achieve service levels Requirements from Internal source Error identification </td> </tr> </table>			A. Individual Performance Indicator <ol style="list-style-type: none"> Timely deadlines Service levels Job completion Team effort 	B. Expected Deliverable <ol style="list-style-type: none"> Achieve deadlines Achieve service levels Requirements from Internal source Error identification
A. Individual Performance Indicator <ol style="list-style-type: none"> Timely deadlines Service levels Job completion Team effort 	B. Expected Deliverable <ol style="list-style-type: none"> Achieve deadlines Achieve service levels Requirements from Internal source Error identification 			
Behavioural Competency Profile <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Business Awareness: 1 2 3 4 5 Change Management: 1 2 3 4 5 Communication: 1 2 3 4 5 Customer Focus: 1 2 3 4 5 Improvement: 1 2 3 4 5 </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Leadership & People Mgmt: 1 2 3 4 5 Planning & Organising: 1 2 3 4 5 Quality: 1 2 3 4 5 Team Working: 1 2 3 4 5 </td> </tr> </table>			<ul style="list-style-type: none"> Business Awareness: 1 2 3 4 5 Change Management: 1 2 3 4 5 Communication: 1 2 3 4 5 Customer Focus: 1 2 3 4 5 Improvement: 1 2 3 4 5 	<ul style="list-style-type: none"> Leadership & People Mgmt: 1 2 3 4 5 Planning & Organising: 1 2 3 4 5 Quality: 1 2 3 4 5 Team Working: 1 2 3 4 5
<ul style="list-style-type: none"> Business Awareness: 1 2 3 4 5 Change Management: 1 2 3 4 5 Communication: 1 2 3 4 5 Customer Focus: 1 2 3 4 5 Improvement: 1 2 3 4 5 	<ul style="list-style-type: none"> Leadership & People Mgmt: 1 2 3 4 5 Planning & Organising: 1 2 3 4 5 Quality: 1 2 3 4 5 Team Working: 1 2 3 4 5 			
Technical Skills <ul style="list-style-type: none"> PC skills including MS Excel and Word Telephone skills Strong communication skills Has a good understanding of basic accounting principles Good organisational and interpersonal skills Ability to work on own and as part of a team often to tight deadlines 				
Qualifications/ Knowledge/ Experience required <ul style="list-style-type: none"> GCSE levels no lower than C 6/12 months in similar role 				