

# Job Description & Person Specification

## Finance and Resources Worker



**Job Title:** Finance and Resources Worker

**Term:** Permanent

**Reporting to:** Finance Manager

**Salary:** £20,722

**Hours:** 37.5 hours per week

**Purpose of Job:** To assist the Finance Manager in keeping accurate, up to date financial information for Heeley Trust and associated projects.

**This will include:**

- Maintaining the sales and purchase ledger to a high standard and implementing credit control when necessary.
- Full responsibility for posting bank and cash transactions, month-end account reconciliation and completing banking of cash/cheques as required.
- Supporting the Finance Manager with submission of monthly VAT returns
- Ensuring supplies of stationery, office resources and consumables are maintained at adequate levels across multiple sites

## Main Duties and Responsibilities:

1	Accurate processing of purchase invoices into Xero, including coding to several departments
2	Supplier statement reconciliation and investigation of discrepancies
3	Review monthly aged creditor analysis and prepare BACS payment runs for authorisation
4	Ensure prompt processing of employee and volunteer expenses
5	Maintain an effective petty cash system for multiple projects
6	Process company credit card, online and petty cash transactions and complete monthly reconciliation of accounts
7	Use spreadsheets to collate data and information for producing customer invoices
8	Issue sales invoices as required
9	Distribute customer statements and respond to queries quickly
10	Review monthly aged debtors' analysis and contact customers with overdue balances
11	Ensure receipts and payments are posted to the correct nominal ledger codes, departments and projects.
12	Monthly reconciliation of bank accounts
13	Ensure cash receipts are recorded accurately, stored securely and banked on a regular basis
14	Ensure utility meter readings are taken monthly for all Trust properties and recorded centrally to monitor consumption

15	Monitor utility contract end dates to ensure renewals are at the best available tariff and check invoices and payments are correct.
16	Complete credit application forms for new supplier accounts
17	Assist with periodical stock takes and stock valuations.
18	Assist the Finance Manager with preparation of the monthly VAT return including partial exemption calculations
19	Assist the Finance Manager with preparation for the year end audit.
20	Collate data and information to aid the completion of monitoring returns and annual reports
21	Maintain an efficient system for filing and storing financial paperwork and assist in the periodical archiving of finance records.
22	Assist with the distribution of mail (including emails) to the correct departments
23	Provide Trust staff with appropriate financial information when requested
24	Act as a point of contact for room bookings in Heeley Trust properties and respond to customer enquiries
25	Input booking details accurately onto a shared calendar
26	Ensure booking forms are completed correctly and communicate terms and conditions to customers
27	Monitor supplies of stationery, office resources and consumables and submit orders to maintain sufficient stock levels.
28	Be responsible for prioritising work to meet deadlines and be able to operate under pressure at key times in the month
29	Undertake training and other development activity in line with organisational and personal development needs.
30	Undertake any other duties as agreed with the Line Manager
31	Work within the Trust policy framework, paying attention to promoting equal opportunities, a health and safety culture and good employee relations.

# Person Specification:

	Essential	Desirable
<b>Experience</b>		
of working in a similar finance role	✓	
of performing cash and bank reconciliations	✓	
of maintaining a sales and purchase ledger to a high standard	✓	
of using accounting software, preferably Xero	✓	
of using team communication tools, such as Slack		✓
of using cloud-based software, such as G Suite		✓
of collating and managing data efficiently and accurately	✓	
<b>Skills</b>		
Ability to multi-task with a high level of accuracy	✓	
Accurate and efficient data-entry skills	✓	
Excellent organisation skills, with the confidence to self-manage your own workload	✓	
Uses initiative to problem solve or to identify improved ways of working	✓	
Strong IT skills, in particular Excel and Word	✓	
Good all-round communication skills	✓	
<b>Attitudes / Attributes</b>		
Is highly motivated, with an interest in accounting	✓	
Has close attention to detail and numerical accuracy	✓	
Is flexible and open to change	✓	
Has a positive attitude, with a hands-on approach to work	✓	
Is willing to learn and develop new skills	✓	
Understands issues facing the voluntary sector		✓
<b>Education</b>		
Good standard of education	✓	
Studying towards accountancy qualification		✓