

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



Job Description

JOB TITLE:	Finance Assistant
REPORTS TO:	Finance Team Leader
RESPONSIBLE FOR:	No direct reports
LOCATION:	Central Office, Newton Aycliffe
PRIORITY CONTACTS:	Groundwork Staff, Suppliers
SALARY:	£17,200 per annum

JOB SUMMARY

Working as a member of the Finance & Corporate Services Team to assist in providing financial services support. The post holder will provide a valuable resource to support Groundwork North East & Cumbria to enable it to achieve its objectives. Dealing with a variety of general financial tasks under direction in a diverse and busy office environment, ensuring business deadlines are met whilst maintaining quality.

KEY TASKS

Key Area: Financial Support

- Assisting with processing of the Purchase and Sales Ledger transactions including:
 - Work with the Team Leader to process invoices from suppliers in a timely manner.
 - Assist with the maintenance of and input to all related SAGE ledgers and associated Excel spreadsheets used to control the payments made from Groundwork North East.
 - Ensuring all direct debit paperwork is kept on a current basis under direction of the Finance Officer.
 - Reconcile supplier statements on a monthly basis and deal with supplier queries.

- Maintenance of the Purchase Ordering system and related accounting records, including:
 - Production of orders from authorised requisitions.
 - Checking order requisitions for accuracy and attachment of correct paperwork.
- Support in sourcing claims information as required for project claims.
- Work with Finance Officer to manage petty cash, including payment, reconciliation, replenishment and posting to SAGE ledgers.
- Arrange Company credit card payments, processes, information, placing orders and recording on the financial systems in a timely manner.
- Filing and scanning of documents.
- Assist with other areas of financial control as required and commensurate with the level of the post.

Additional Requirements:

- Comply with all organisational policy, procedures and systems.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisation's safeguarding policies
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post.