

## **Job Description**

**Position:** Finance Assistant

Responsible to: Head of Executive Administration

Location: Crossfields Institute office in Stroud

Hours: 12 hours per week

Duration: Ongoing contract

### **Job purpose:**

The post holder will provide finance assistance to the Accountant and the Head of Executive Administration.

The aim of the post is to contribute to the financial stability and sustainability of the Institute. You will be responsible for the day to day running of the finance function as detailed in the Main Duties section below. Working closely with the Accountant and the Head of Executive Administration, you will ensure that finance data is accurate and that the finance processes run smoothly and efficiently. You will also assist in the production of weekly and monthly reports for the Senior Leadership Team, as well as the Trustees.

### **Main duties include:**

- Maintenance and management of cloud based accounts system
- Process customer and supplier invoices
- Month end creditors payments processing.
- Enter receipts and payments
- Supplier statement reconciliation
- Control account reconciliations
- Complete bank reconciliations and weekly cash flow forecasts
- Monthly accounts support
- Assist in closing end of month and resolve queries
- Perform any ad-hoc tasks required by the Accountant/Head of Executive Administration
- Dealing with enquiries.
- Credit Control.
- General support functions to other departments as required

### **General**

- To work in accordance with the behaviours set out in the person specification and competency framework.
- To carry out all work in accordance with the institute's policies & procedures.

- To maintain professionalism, honesty and respect at all times.

**Staff Management and Supervision**

There is no staff management pertaining to this role

**Job Revision**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.