**JOB DESCRIPTION**

**JOB TITLE: Finance Assistant**

**DEPARTMENT: Finance**

**REPORTS TO: Monnie Arnfield, Finance Manager - Operations**

**LOCATION: CFA HQ**

**DATE: 13/09/2017**

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**Job purpose**

Supporting the purchase ledger function for all UK based entities in the group, as well as certain other UK entities owned by ADUG by processing high volume of invoices, supplier statement reconciliations and ad hoc investigation into the purchase ledger. Managing supplier relationships and resolving internal and external queries. Supporting the expenses ledger function for all UK based entities in the group.

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**Key responsibilities**

**Supplier Account Maintenance**

* Assist the Finance Manager – Operations with setting up new supplier accounts
* Reconcile agreed supplier statements and accounts on a monthly basis
* Resolve supplier invoice queries to ensure suppliers are paid on a timely basis
* Management of the purchase ledger inbox

**Supplier Invoice and Credit Note Processing**

* Scan invoices and credit notes for registering on the purchase ledger
* Match invoices to purchase orders on the purchase ledger module
* Return invoices that do not quote valid purchase order numbers to suppliers, in accordance with team practice
* Submit non-purchase order invoices and credit notes for electronic approval on the purchase ledger module

**Supplier Payments**

* Assist Finance Manager – Operations with generating payment proposals

**General responsibilities**

* Provide support to all business areas on Agresso/SAP procurement activities
* Provide cover for other team members as required
* Escalate unresolved issues to Finance Manager - Operations
* Compliance with Club policies
* Compliance with the Club’s health and safety procedures
* To undertake such other duties as may be reasonably expected
* To maintain professional conduct at all times

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**Key relationships**

Advising and passing on information to:

Internal: Finance Managers, Finance Assistants, Management Accountants and key personnel in business.

External: Suppliers

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**Scope of job**

Supporting the purchase ledger function for all entities in the group by processing high volume of invoices, supplier statement reconciliations and ad hoc investigation into the Purchase Ledger. Managing supplier relationships and resolving internal and external queries.

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**Organisation chart**

**Person Specification**

**Job Title: Finance Assistant – Purchase Ledger**

**Department/Location: Finance, City HQ**

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| **Knowledge:** the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc |
| Essential  Best practice purchase ledger procedures. Knowledge of accounting for VAT.  Desirable  Previous experience of Agresso and SAP. |
| **Technical/work-based skills**: skills specific to the job e.g. language competence, typing skills, coaching skills etc |
| Essential  Excellent communication skills that is clear, engaging and responsive. Sets and maintains high standards of work performance. Delivers a quality service consistently and efficiently. Able to work in an fast-paced environment. Able to work to tight deadlines and to effectively prioritise workload  Desirable |
| **General skills and attributes**: more general characteristics e.g. flexibility, communication skills, team working etc |
| Essential  Team player. Self-motivated. Enthusiastic, can-do attitude. Readily accepts new challenges. Fast learner.  Desirable |
| **Experience:** proven record of experience in a particular field, profession or specialism. Any period of work required must be appropriate and not excessive. |
| Essential  Experience of processing supplier-related transactions. Experience of working in a fast-paced environment  Desirable |
| **Qualifications**: the level of educational, professional and/or occupational training required |
| Essential  Desirable  AAT or similar |