

## JOB DESCRIPTION

### Finance Assistant (Purchase Ledger )



<b>Date:</b>	July 2018
<b>Work Area:</b>	Finance Department
<b>Based at:</b>	Machynlleth, Wales
<b>Contract Term:</b>	Permanent
<b>Hours per week:</b>	20 hours per week ( Monday- Thursday)
<b>Responsible to:</b>	Head of Finance
<b>Responsible for</b>	N/A
<b>Pay Band:</b>	Level 1 Special Support Job Family
<b>Job Purpose:</b>	The Finance Assistant (Purchase Ledger) is a key member of the Finance team, reporting to the Head of Finance. The prime responsibility of this role is to contribute to the overall service provided by the Finance Department by effective financial and administrative support as outlined.

- Key Accountabilities:**
- Purchase Ledger**
- To ensure that the purchase ledger is accurately maintained and payment dates met.
  - To ensure that correct codes are allocated to Purchase Orders.
  - To ensure that invoices match raised Purchase Orders.
  - To regularly check all open Purchase orders are current and relevant , and cancel any obsolete ones
  - To reconcile supplier accounts to supplier statements.
  - To ensure that new and authorised supplier accounts are opened within the purchase ledger and that credit and payment terms reflect those agreed with the supplier.
  - To ensure that supplier assessments are complete for all new supplier accounts and that the relevant insurance documents are filed correctly on the server
  - To identify and calculate all CIS deductions for Subcontractor

- payments and to issue Statements of Deduction
- To process data through the purchase ledger from receipt of Purchase Order to completion of transaction.

### **Payments**

- To arrange the timely and accurate preparation of supplier payment requests.
- To communicate with suppliers in respect of payments and disputed invoices.
- To prepare priority and foreign currency payment requests on demand by the Head of Finance or designate

### **General Responsibilities**

- To comply with finance reporting and procedures
- To deal and respond promptly to all internal and external queries
- To maintain accurate financial records and investigation of records where needed
- To ensure that all information is stored securely and confidentially
- To provide advice and guidance for all staff as required
- To undertake other duties as may be required from time to time that are commensurate with the grade and responsibilities of the post.

## **PERSON SPECIFICATION**

### **Essential Criteria**

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| Skills, experience and qualifications                                      | <ul style="list-style-type: none"> <li>• A good standard of education (e.g. 5 GCSE's or equivalent including Maths and English)</li> <li>• Evidence of working to an excellent standard in a finance or similar business administration team.</li> <li>• A good understanding of HMRC CIS regulations</li> </ul> |
| Team working   | <ul style="list-style-type: none"> <li>• An effective team worker who is able to work autonomously</li> <li>• Evidence of good interpersonal skills with the ability to influence and persuade.</li> </ul>   |
| Communication – Management – including self-motivation and time management | <ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Excellent organisation and planning skills</li> <li>• Able to self-motivate and effectively manage own time</li> <li>• Able to effectively balance multiple activities</li> </ul>   |
| IT and Other   | <ul style="list-style-type: none"> <li>• Competent in Microsoft Office, Excel and Outlook</li> </ul>   |

- Proven ability to work effectively with numbers, data, detail and processes.
- Experience of observing confidentiality and working with confidential information

### **Desirable Criteria**

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|-----------------------------------|--|
| Skills, experience qualifications | <ul style="list-style-type: none"><li>• Experience of working within a Finance environment</li><li>• Experience of administrating CIS payments</li></ul> |
| IT and Other                      | <ul style="list-style-type: none"><li>• Knowledge of SAGE and Excel</li></ul>  |