

Job Description



Job Title:	Finance Assistant
Location:	Groundwork Offices, Wrexham
Responsible to:	Finance Manager
Number of hours per week:	Full Time – 37.5 hrs
Salary:	£19,504 - £20,854 dependent on experience

Purpose of the job

This role will provide finance support for the group, producing accurate and timely information in accordance with our financial regulations. Assisting the Finance Manager with routine month end closure processes to produce budget reports and management accounts will be a key focus for the role.

Summary of Main Responsibilities

- To be responsible for accurate data input and analysis using accounting software, Microsoft Excel and other commercial systems.
- Process transactions including purchase ledger, sales ledger, nominal ledger, payroll journals, general journals, bank posting, and helping resolve any related issues.
- Monitor and process expenses and coordinate the processing of the company credit card transactions.
- Coordinate cash management and banking within the organisation, under the direction of the Finance Manager.
- Give administrative support to the Finance Manager.
- Manage the organisation petty cash, ensuring all transactions through petty cash are receipted and recorded accurately.
- Receive and process cash receipts from the group's cafes and retail outlets, ensuring accurate records are maintained.

Other Duties

- Ensure compliance with the organisation's Health & Safety Policy and other established policies and procedures
- Any other reasonable duties as may be requested by your line manager.

This list is not an exhaustive list of duties as the role may change from time to time to meet the requirements and objectives of the Finance team.

Person Specification		
	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none"> • Relevant experience in a similar role • Understanding of prepayments, accrued and deferred income and depreciation • Knowledge and understanding of data protection • Excellent IT Skills in all Microsoft Office software 	<ul style="list-style-type: none"> • Knowledge and experience of SAGE 200 and project accounting • A professional qualification in accounts, eg. AAT qualification
People	<ul style="list-style-type: none"> • Commitment to equality and diversity • Good interpersonal skills to maintain system procedures and compliances 	
Judgement & Initiative	<ul style="list-style-type: none"> • Excellent organisational skills • Ability to work individually and as part of a team and support other staff members as and when required • Confident, committed, enthusiastic and self-motivated • Ability to plan and prioritise workload effectively to meet targets and deadlines • Good interpersonal skills and high standards of work and accuracy and attention to detail 	
Communication	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Ability to engage and work with people at all levels with an approachable and positive outlook 	<ul style="list-style-type: none"> • Ability to communicate through the medium of Welsh
Resources	<ul style="list-style-type: none"> • Ability to understand the importance of Financial Regulations and to work within the guidelines. 	<ul style="list-style-type: none"> • Ability to allocate income and expenditure across and within budgets and ensure correct coding • Ability to prepare reports and claims to grant funders, contract managers and other awarding bodies as applicable
Confidentiality	<ul style="list-style-type: none"> • Understanding of the importance of confidentiality • Ability to keep within the confines of the confidentiality requirements of 	

	<p>the Trust – this role regularly works with or has access to sensitive information of a personal, financial, or operational level</p>	
<p>Other</p>	<ul style="list-style-type: none"> • Ability to demonstrate the qualities • ‘Genuine, Reputable, Enterprising, Energising & Needs Driven’ in line with Groundwork North Wales’ GREEN values • Full driving license and access to own vehicle • Appreciation and understanding of Welsh heritage and culture 	