



barcud

Job Description

Finance Assistant

All criteria are Essential unless indicated otherwise

Reports to: Senior Accountant

Responsible for: N/A

Overall Job Purpose:

Support the operation of the Finance function and the delivery and development of high quality finance strategies and systems that enable Barcud to meet its business objectives and the needs of internal and external stakeholders.

Key Responsibilities –

Finance:

- Be a point of contact in dealing with the group finance for telephone, post, and email from all contacts including sub-contractors, suppliers, tenants, leaseholders, other organisations and staff.
- Input documentation to the Group's financial management systems ensuring that records maintained are accurate, timely and made in accordance with relevant legislation.
- Input invoice data into spreadsheets and software packages as necessary, including the Housing database system, and the servicing module.
- To check and input invoice data, ensuring its accuracy and authorisation enabling for the production of a weekly payment run.
- Reconcile financial transactions such as order and invoice reconciliations.
- Produce financial information and reports when requested.
- Ensure that policies and practices are adhered to in line with current financial legislation, recognised best practice and appropriately to organisational needs.
- Provide cover as required for Finance Officers in Barcud.
- Contribute to the delivery of Administrative service by working effectively as a team player.
- Miscellaneous duties to include; photocopying, filing and general duties to support the effective running of the Finance team.

People:

- Promote a high-performance culture that drives continuous improvement and efficiencies.
- Communicating the priorities, plans, vision and objectives of the Association to ensure effective delivery to the agreed service standards and targets.

Corporate

- Promote, develop and manage effective partnerships with internal and external stakeholders to achieve continuous improvement in the provision of services.
- Promote Health and Wellbeing initiatives throughout the organisation.
- Provide excellent customer service to all internal and external customers.
- Work within the Association's equality, diversity and inclusion policies at all times and in all aspects of service delivery and employment.
- Ensure that the Association and its employees comply with all legal, statutory and regulatory requirements along with best practice.
- In all aspects of the Association's work, to promote effective communications, excellence in customer service, and a focus on continuous improvement.
- Carry out such other duties and responsibilities as may reasonably be requested.

This job description is not intended to be an exhaustive list and in view of changing demands, legislation, and regulations, the duties may be reviewed and revised as deemed reasonable and appropriate.



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Personal Specification

Finance Assistant

This person specification details the experience and skills for the position of Finance Assistant at Barcud. All skills and experience are essential except where explicitly indicated to be desirable (D).

Qualifications

- 5 GCSE's or equivalent including English or Welsh and Mathematics.
- Evidence of office/financial experience.
- Accountancy qualification (AAT) or equivalent through experience.

Experience

- Experience of financial transactions and accounts maintenance.
- Previous experience of working with financial software.
- Providing a customer-based service.
- Public sector or Housing Association experience. (D)

Skills / Knowledge

- Good IT skills with proficiency in the use of the Microsoft Office package.
- Sound verbal, reasoning, numerical and written communication skills.
- Ability to learn quickly and use initiative.
- Strong organisational skills and methodical approach to work.
- Effective time management skills.
- Ability to speak Welsh. (D)
- Good attention to detail and accuracy when working.
- Capable of using own initiative, work unsupervised being organised and able to manage own workload.
- Ability to work under pressure and to deadlines whilst achieving defined targets.
- Strong interpersonal relationship building skills.
- Excellent verbal and written communication skills.
- Ability to understand, interpret and apply information.
- Adapt positively to change with flexible approach to the requirements of the job.