

## JOB DESCRIPTION

<b>Post Title</b>	<b>Finance Assistant Apprentice 1<sup>st</sup> Year</b>
<b>Date of Compilation</b>	<b>May 2017</b>
<b>Responsible to</b>	<b>Finance Manager</b>
<b>Hours</b>	<b>40 hours per week</b>
<b>MAIN AREAS OF RESPONSIBILITY</b>	
<ul style="list-style-type: none"><li>• Assist in the smooth running of finance duties, responding to duties given by the manager, senior finance administrator and directors.</li></ul>	
<b>OUTLINE OF MAIN DUTIES</b>	
<ul style="list-style-type: none"><li>• Keep records of all respite owed to carers.</li><li>• Liaise with agency social workers regarding carer payments</li><li>• Send copies of statements to carers and retain copies for files.</li><li>• Prepare and send end of year carer statements.</li><li>• Send completed invoices to local authorities.</li><li>• Credit control with local authorities and record information on Sage.</li><li>• Produce necessary correspondence to follow up local authorities for invoices.</li><li>• Deal with queries from local authorities regarding invoices and responding to these appropriately.</li><li>• Once invoices are completed on Sage, run reports and ensure all information is correct.</li><li>• Payments of expenses to staff from claim forms.</li><li>• Process staff travel claims for payment and send out remittance advice.</li><li>• Process sessional work claims against forms, and post onto Sage and send remittance.</li><li>• Post and reconcile petty cash.</li><li>• Post supplier invoices on Sage.</li><li>• Archiving.</li><li>• General office duties as necessary and commensurate with the post.</li></ul> <p>The remit for this post will be amended in consultation with the apprentice after completion of each AAT level in line with study requirements.</p>	

## PERSON SPECIFICATION SUPPORT WORKER

Criteria	
<b>Qualifications, Training &amp; Education</b>	Good standard of general education.
<b>Knowledge and Experience</b>	Reliable, flexible and willing attitude to undertaking the role.
<b>Aptitudes and Skills</b>	Evidence of good written and verbal communication skills.
	Understanding of the requirement to work inclusively as part of a small team.
<b>Personal Attributes</b>	Personal commitment to ongoing training relevant to the post.
	Able to demonstrate a professional manner in dealings with all contacts.
	Awareness of personal and professional boundaries.
<b>Other</b>	Present a positive image of the agency in dealings with all professionals.