

## JOB DESCRIPTION

<b>Post Title</b>	<b>Finance Assistant</b>
<b>Date of Compilation</b>	<b>June 2017</b>
<b>Responsible to</b>	<b>Finance Manager</b>
<b>Hours</b>	<b>25 hours per week</b>
<b>MAIN AREAS OF RESPONSIBILITY</b>	
<ul style="list-style-type: none"><li>• Assist in the smooth running of designated offices within the organisation responding to requests from the Finance Manager and Directors and liaising appropriately with staff members and local authorities.</li></ul>	
<b>OUTLINE OF MAIN DUTIES</b>	
<ul style="list-style-type: none"><li>• Preparation of carer payments using Sage, for fostering fees, respite and other expenses</li><li>• Keep records of all respite owed to carers</li><li>• Post prepared payments to individual carer accounts as invoices</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>• Raise invoices using Sage each month for placement fees, sessional work and any other items authorised for children placed</li><li>• Send completed invoices to local authorities</li><li>• Raise credit notes for any children who have left placement within the last invoice period</li><li>• Credit control with local authorities and record information on Sage</li><li>• Produce necessary correspondence to chase 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>• Payment 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>• General office duties as necessary and commensurate with the post.</li></ul>	

## PERSON SPECIFICATION SUPPORT WORKER

Criteria	Essential	Desirable
<b>Qualifications, Training &amp; Education</b>	AAT Level 3.	Bookkeeping qualification e.g.: IT, ECDL.
<b>Knowledge and Experience</b>	Knowledge of office/finance procedures and experience of working within an office environment.	Experience of Sage accounting package.  Experience of working with confidential material.
<b>Aptitudes and Skills</b>	Organisational and time management skills.  Ability to work on own and as part of a team.  Knowledge of data entry and Microsoft Office.  To be able to observe confidentiality.	
<b>Personal Attributes</b>	Reliability and flexibility.  A good communicator.	
<b>Other</b>		Own transport/mobility.