

JOB DESCRIPTION

Post Title	Finance Assistant Apprentice 1st Year
Date of Compilation	Jan 2018
Responsible to	Finance Manager
Hours	40 hours per week
MAIN AREAS OF RESPONSIBILITY	
<ul style="list-style-type: none"> • Assist in the smooth running of finance duties, responding to duties given by the manager, senior finance administrator and directors. 	
OUTLINE OF MAIN DUTIES	
<ul style="list-style-type: none"> • Keep records of all respite owed to carers. • Liaise with agency social workers regarding carer payments • Send copies of statements to carers and retain copies for files. • Prepare and send end of year carer statements. • Send completed invoices to local authorities. • Credit control with local authorities and record information on Sage. • Produce necessary correspondence to follow up local authorities for invoices. • Deal with queries from local authorities regarding invoices and responding to these appropriately. • Once invoices are completed on Sage, run reports and ensure all information is correct. • Payments of expenses to staff from claim forms. • Process staff travel claims for payment and send out remittance advice. • Process sessional work claims against forms, and post onto Sage and send remittance. • Post and reconcile petty cash. • Post supplier invoices on Sage. • Archiving. • General office duties as necessary and commensurate with the post. <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

Criteria	
Qualifications, Training & Education	Good standard of general education.
Knowledge and Experience	Reliable, flexible and willing attitude to undertaking the role.
Aptitudes and Skills	Evidence of good written and verbal communication skills.
	Understanding of the requirement to work inclusively as part of a small team.
Personal Attributes	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.
Other	Present a positive image of the agency in dealings with all professionals.