

JOB DESCRIPTION

Job title: Finance Assistant
Reports to: Accounting Manager
Line Management: Nil.

Job summary

Manage the Nominal ledgers and ensure that Accuracy and integrity of all reconcilable intercompany Accounts is maintained
 Provide training on how to use the P2P system for all Haig staff and administer development to the system
 Input information that supports the Finance Manager in the production of management and year-end statutory accounts
 Manage Haig Housing SOLDO Card Prepaid System, include Card Top up, setting New Limit setting up new accounts, closing accounts and ensure that all Accounts are reconciled Monthly
 Manage Barclay Card, include, setting up new accounts, setting New Limits, closing accounts and ensure that all Accounts are reconciled Monthly
 Provide the senior team with future Cash Requirements and Reports to other Departments
 Prepare, check and post journals including supporting senior team with journal postings
 Provide Cover to the finance team with Rent processing, Setting up new Suppliers, the processing and payments of invoices and respond to queries for contractors with regards to non-payment of invoices and any other reasonable duties
 Reconcile Scotland Bank Accounts
 Management of the recollection processes e.g. Ground Rent and Management Charges on an agreed and regular schedule

Person Specification

Qualifications, Skills & Experience	ESSENTIAL	DESIRABLE
AAT, ACCA or CIMA Qualification or working towards an Accountancy Qualification		X
At least 5 years' experience of purchase ledger, bank control and budget monitoring and financial management.	X	
Experience work working as part of a team to deliver strategic goals	X	
Experienced of producing and presenting reports to a financial and non- financial audience		X
Experience in the use of accounts & office IT systems, including CX, SUN		X
Experience of inputting financial data into accountancy systems	X	
Experience of communicating with colleagues at all levels	X	
Experience of resolving account queries in a timely manner	X	
Clear attention to detail whilst maintaining sight of the bigger picture for the team	X	
Personal Qualities		
Dynamic, flexible and innovative	X	
A collaborative person who works with colleagues to deliver strategic outcomes	X	
Self-motivated, unafraid to challenge and be challenged, lives organisational values	X	
Able to build relationships, trust & credibility with diverse audiences	X	
A problem solver, proactive, collaborative and agile mind-set	X	
Clear identification with charitable purpose and tireless working for beneficiaries		X
Comply with responsibilities regarding safeguarding & training	X	