JOB DESCRIPTION

Job Title: Finance Assistant

Group: Finance

Salary Band:

Reports to: Head of Finance

ROLE PURPOSE

The Finance Assistant is a member of the Finance team and contributes to the day to day operations of the finance function to ensure financial compliance and to support the management with timely and accurate financial information.

MAIN DUTIES AND RESPONSIBILITIES

Main Responsibilities

- Maintain the accounting system, and keep it up to date and reconciled
- Process purchase orders and monitor accounts payable
- Process and prepare purchase invoices for payment
- Process expenses claims
- Reconcile credit card expenses
- Deal with queries in Finance queue
- Generate and send out invoices
- Chase debtors
- File invoices, purchase orders and other relevant paperwork
- Maintain petty cash record
- Authorise online payments
- Monitor bank accounts online
- Assist in the preparation of financial reports as required
- Assist with year-end account and audit preparation as required.

Communication and Information

- Report to and meet with line manager at least once a month
- Attend other meetings as required
- Communicate effectively with team members and other teams within CCDC, provide cover for others as required
- Participate in and encourage the activities of CCDC in support of the company’s charitable aims
- Promote the company and its charitable aims within the community.

Policies and Procedures

- Comply with all relevant policies and procedures
- Complete all documents required by the company policies and procedures.

Other

- Undertake additional tasks and responsibilities as may be reasonably expected of the role and as necessary to achieve the objectives of the science group and CCDC.