

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Senior Finance Assistant – Purchase Ledger</b>
<b>Location:</b>	Head Office
<b>Reports to:</b>	Financial Transaction Manager
<b>Responsible for:</b>	N/A
<p><b>Job Purpose:</b> Provide a lead role in assisting the FSB and its subsidiaries in providing an efficient and effective purchase ledger accounting service, which complies with its internal financial policies and procedures, as well all regulatory requirements.</p>	
<p><b>Key Areas of Accountability:</b></p> <ul style="list-style-type: none"> <li>• To ensure the completeness of a creditors ledger for each company, which accurately reflects the liabilities of the organisation</li> <li>• To manage the ongoing administration of the Concur Invoice &amp; Expense systems, including processing claims and keeping administration processes up to date.</li> <li>• To prepare payment runs on a weekly basis or as required</li> <li>• To manage the purchase ledger reconciliation and resolve any discrepancies in a timely manner</li> <li>• To manage and resolve all exceptions and queries on purchase ledger</li> <li>• To process inward and outward post</li> <li>• To ensure that the supplier database is robust and accurate</li> <li>• To ensure that a robust audit trail is maintained for all purchase ledger invoices or expenses claims</li> <li>• Assist with the training of the other members of the Finance team</li> <li>• To assist the purchase ledger team in completing tasks as may be required</li> <li>• To provide training and mentoring to the purchase ledger team and be a valuable source of information in resolving issues</li> <li>• To maintain a sound understanding of roles within the Finance Department</li> </ul>	
<p><b>General:</b></p> <ul style="list-style-type: none"> <li>• To recommend any updates required to the Financial Procedures Manual to reflect procedural changes and/or clarify existing processes.</li> <li>• To ensure compliance with all financial procedures</li> <li>• To undertake other duties relevant to the Department’s activities commensurate with the level of the post and as directed by the line manager</li> <li>• To work proactively with the Finance department management team to ensure that the expected standard of service is achieved</li> <li>• To actively participate in a regular performance appraisal and improvement process</li> <li>• To ensure that all process documentation is up to date and accurate at all times</li> <li>• Provide cover in other areas of the Finance department as directed</li> </ul>	

	<b>PERSON SPECIFICATION</b>	
<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Education: A-levels or higher</li> </ul>	AAT qualified or equivalent relevant qualification
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Solid purchase ledger experience in a high volume environment</li> </ul>	Experience of working with online expense software Experience of working on a sales ledger/cashbook team
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good IT skills, including Excel, Outlook and Word</li> </ul>	Experience of working with Microsoft GP accounting software
<b>Skills</b>	<ul style="list-style-type: none"> <li>• High numeracy skills</li> <li>• Willing to learn and adopt new processes and procedures</li> <li>• Effective communication with people at all levels, dealing with queries face to face, over the telephone and by written correspondence</li> <li>• Ability to work effectively in a team</li> <li>• Ability to plan and organise</li> <li>• Mentoring</li> <li>• The ability to work unsupervised to achieve departmental deadlines and objectives</li> <li>• Accuracy and attention to detail</li> <li>• The ability to proactively develop improvements to the role and processes and procedures it operates</li> </ul>	
<b>Specific Requirements</b>	<ul style="list-style-type: none"> <li>• Resilience under pressure and the ability to meet daily deadlines</li> <li>• A positive and flexible approach to work tasks to achieve business objectives</li> <li>• Occasional need to work additional hours when requested</li> <li>• Embrace change and promote the benefits to others</li> </ul>	