

Finance Assistant (Central)

Role Profile			
Job Title	Finance Assistant	Grade (Office Use)	AA
Area	Plymouth-based	Team	Finance
Reports to (Job Title)	Finance Manager	Hours	18.5-21 pw tbc
Location	Harwell Centre and working from home	Shift Pattern	Office hours
DBS check required	No		
<p>This role is to assist the Finance Manager, who runs Path’s financial systems, overseeing commitments and ensuring and leading on the processing of financial transactions.</p> <p>Therefore the Assistant role works under the Finance Manager (FM), completing specific finance-related tasks, many regular and set out below and some as needed. Some relate to Path’s role as a landlord, others to other aspects of the organisation’s finances.</p>			

Role

The Finance Assistant role has a few main elements:

- Responsibility for setting up properties and entering financial transactions on our Property Management System
- Assist the FM with processing purchase invoices and payments
- Assist the FM with processing sales invoices and receipts
- Assist with paying monthly staff expenses
- Support the Service Managers and Finance Manager to provide reports on the above and more.

Specific Duties / Responsibilities
Rents

- Set up new properties on the Property Management System (PMS)
- Create new tenancies on the PMS applying the correct recurring rent and service charges
- End tenancies on the PMS
- Adjust charges on the PMS as advised
- Enter cash, bank receipts and housing benefit on rent accounts and synchronise with the accounting system
- Inform the relevant Easylet worker/manager when inconsistencies are identified in payment of monthly Universal Credit or top-ups in our tenanted properties.
- Enter repayments to housing benefit and clients on the PMS as advised by the Resettlement FA
- Carry out a monthly reconciliation of rent debtors between the PMS and the accounting system
- Advise, and work with the Finance Manager (FM) to resolve any differences arising

Purchase ledger

- Assist with processing purchase invoices, ensuring that they are assigned to the correct nominal codes and cost centres
- Process and reconcile petty cash docketts (vouchers) and receipts from the 4 tins held at Path, ensuring that they are assigned to the correct nominal codes and cost centres
- Make faster payments in the absence of the FM
- Ensure all invoices and payments have been authorised in line with the Company Financial Authorisation Policy

Sales ledger

- Assist with raising sales invoices
- Assist with sending payment reminders
- Reconcile client debtors with the PMS

Other duties

- Filing
- Shredding
- Assist FM as and when required
- Provide accurate and timely information as requested by FM, managers or Director.
- Assist with end of year accounts and audit preparation for submission to Path accountants

Client records, inc Property management system

- Ensure client records are updated promptly so the teams have timely and accurate information
- Support the Finance Manager to produce reports on progress
- Archive old records

Additional tasks

- Evaluate and develop systems to improve the service
- Assist with providing service stats and other reports as and when requested
- Provide an agreed level of cover for the Finance Manager in their absence

General

- Comply with the Company Data Protection Policy
- Maintain confidentiality, checking with the FM/Director/Manager before divulging sensitive information internally and externally
- Maintain financial records in line with Regulations for the retention of accountancy records for Limited Companies
- Keep appropriate records, suitable for formal review and audit
- Other ad hoc duties required to ensure the service runs smoothly
- Participate in staff and other meetings, as required
- Comply with Path worker conditions

Finance Asst: Person Specification

Path is looking for someone with excellent numerical and administrative skills, with experience and understanding of processing financial transactions and records.

Skill / experience (to address and evidence)	Office use
<p>Essential</p> <ul style="list-style-type: none"> • General organisational and clerical skills, inc. ability to type / word process; and ability to work within office systems • Attention to detail and a high degree of accuracy, along with ability to investigate and analyse data when problems arise • Broader p.c. skills, inc use of databases and spreadsheets for recording, monitoring and for producing reports • Experience of utilising formal office procedures and systems • Ability to process invoices and payments in a timely manner and keep relevant records • Experience of liaising / communicating with other staff on professional basis • At least basic understanding of Data Protection • Ability to oversee petty cash system • Ability to work under line management • Ability to work on your own initiative and support others • Commitment to Equal Opportunities and anti-discriminatory working practice • Flexibility • Proven good literacy and communication skills • Enthusiasm for this post and this area of work • Ability to record, monitor and report on own work • 5 GCSEs level C and above; or equivalent • A minimum of 1 year's purchase ledger experience • Experience of working with databases 	
<p>Desirable</p> <ul style="list-style-type: none"> • Experience of complying with Data Protection legislation • Experience of using property management software • Formal book-keeping/accounting qualification • Formal IT qualification • Understanding of benefits system 	