

JOB DESCRIPTION

Job Title:	Finance Assistant
Reporting to:	Financial Controller
Department:	Finance
Contract:	Permanent, Full Time
Salary:	Circa £23,000 per annum depending on experience
Start Date:	As soon as possible
Last Updated:	February 2019

Job Summary

The Finance Assistant is part of our small busy finance team, reporting to the Financial Controller and working alongside the Management Accountant, to ensure the effective and efficient management of the day-to-day financial activities of the School. They undertake a variety of accounting duties, including purchase and sales ledger functions, nominal ledger journals, banking, cash books and bank reconciliations and provide a range of other bookkeeping and financial administration support as required.

Main Responsibilities

- Ensure all purchase invoices are received, authorised, processed accurately and paid in a timely manner
- Accurately issuing student invoices, allocating payments, and all sales ledger accounts are up to date. Producing month end aged debtors analysis
- Prepare timely and accurate bank account reconciliations, petty cash and bank payments
- Assist in credit control and student queries
- Assist the Financial Controller by providing purchase, sales ledger and nominal account information for preparation of monthly management accounts
- Secure and sustain effective relationships with school staff and external suppliers
- Ensure that filing is done accurately and regularly
- Assist the monthly management accounting process

General responsibilities applicable to all LFS staff

- Understand and support the vision, mission and aims of the LFS;
- Maintain awareness of your own and others' Health and Safety, and comply with the LFS's Health and Safety policy;
- Take appropriate responsibility for records held, created or used as part of your work for the LFS (paper-based and electronic) as per the relevant data protection regulations.
- Encourage team working and effective communication with colleagues.
- Act as a representative of the LFS and deal with LFS students, stakeholders and the public in a professional manner at all times.

- Comply with LFS financial policies and practices as applicable.
- Undertake other duties as may be reasonably requested of your post.

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

PERSON SPECIFICATION

Skills, experience and knowledge	Essential (E) Desirable (D)
1 years' minimum experience working within an accounts office	E
Proven experience of using Microsoft Office, including excellent Excel skills	E
Previously worked with Sage 50 or similar financial system	E
Experience of working for a not-for-profit/higher education organisation	D
Qualifications	
A-Levels (or equivalent) A-C pass, including mathematics	E
Studying towards AAT or Bookkeeping qualification or qualified by experience	D
Educated to Degree level	D
Personal attributes	
Excellent interpersonal skills with proven ability to work collaboratively	E
Able to find pragmatic solutions, seek improvements, and adapt	E
Able to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail	E
Positive "can do" attitude and willingness to support others where needed	E
Ability to multi-task and work in a fast-paced environment	E
Flexible and helpful attitude	E
High level of written and oral communication skills	E
Ability to identify and progress work priorities	E
Strong organisational skills	E
Ability to work as a team member, including being flexible and supportive of other team members	E
Ability to work positively, imaginatively and proactively to meet challenges and achieve results	E

The LFS is an Equal Opportunities Employer

Please refer to LFS Privacy Policies (<http://lfs.org.uk/privacy-policies>) for details of the personal data that LFS holds and processes about staff, contractors and job candidates.