

**Job Description**

**Job Title: Finance Assistant (part time 22.5 hours)**

**Reporting to:**

Management Accountant

**Job Summary**

We are recruiting a finance assistant to support our Management Accountant. You will play a critical role in supporting the smooth operation of the finance department. To be considered for this role, you should have experience in a similar position and possess a solid understanding of accounting principles.

You will be part of a team that values teamwork, integrity, and commitment to quality, and we are excited to have someone join us who shares these values. This is an office-based role.

This role will suit someone who is currently studying for an accountancy qualification, or who like to start studying.

**Job purpose**

* To contribute to the high quality financial service of the Finance team in all operational aspects of the organisation.
* To conduct financial and contract administration in accordance with policy and strategic direction from the Management Accountant, liaising with staff across the organisation as required.
* To deputise for the Management Accountant in their absence.

**Duties**

Working closely with the Management Accountant, duties will include:

**Financial Operations and processes**

* Supporting accurate and timely customer invoicing, processing of journals, and processing supplier invoices
* Entering Customer receipts, Supplier payments and other bank transactions and performing bank reconciliations for review
* Performing a variety of accounting reconciliations
* Performing Credit control activities and providing information to support cash flow forecasting and management

**Finance Reporting**

* Supporting the production of monthly management accounts for budget holders across the business
* Supporting project based activities with provision of focused reports and under direction of Management Accountant to support the review of profit margins per project
* Performing an initial review to identify and escalate reporting discrepancies or control issues
* Completing monthly tasks checklists, particularly to ensure that processing and reconciliations and controls are complete

**Day to Day finance support**

* To be first point of contact to investigate and answer routine queries arising from budget holders, management and other finance colleagues as well as external bodies.
* Assist in troubleshooting and resolving ledger and budget account queries.
* To process staff expenses, ensuring they meet policy requirements for payment
* Attend meetings and conferences when required, taking minutes and distributing where appropriate, coordinating follow up activities and actions.

**Organisational support**

* Contribute to integrating information held in different parts of the organisation to support projects or research initiatives
* Be proactive in identifying ‘newsworthy content’ within your day to day role and be proactive in working with colleagues to share these in the appropriate channels
* Participate in activities focused on talking to the public / patients / service users, as appropriate and support the wider organisational objectives of seeking and recording public experiences

**Person specification**

Essential Experience:

* Previous experience within a similar role
* Solid experience of MS Excel

Desirable Experience:

* Experienced in Xero accounting Package

Knowledge:

* Strong understanding of accounting principles and financial reporting

Personal Aptitude:

* Curiosity and drive to understand business processes and how financial processes can aid the development of the organisation
* An excellent attention to detail
* Enthusiastic team player with a positive, hard-working approach
* Adaptable and flexible nature
* Well organised and self-motivated with an ability to prioritise and manage own time efficiently and effectively.
* Excellent written and verbal communication skills in English, with an ability to build relationships across the business
* Able to demonstrate initiative and flexibility
* Good planning and organisational skills
* Good time-management skills
* Ability to resolve problems and queries quickly and efficiently

**Why work for us?**

* We are an inclusive, agile environment.
* We offer space for someone to be curious, to experiment, and to solve real-world challenges, within a nimble and responsive organisation.
* We are impact driven, constantly working to effect improvement in health and social care across Kent and Medway
* Flexible working hours
* Flexible annual leave
* Training and development
* We can pay for your professional subscriptions
* A good working environment
* Strong focus on mental health and wellbeing
* Monthly team building days and wellness packages.
* Free parking
* Hybrid working after probation
* Study support for anyone wishing to start/continue with their studies