# Finance Assistant – S/L

Position title: Finance Assistant – S/L

Accountable to: Finance Analyst

Location: Hybrid (Cardiff)

Hours: 35 hours per week

Salary: £21,210 per annum

Job details:

To work with the Finance Team to provide an efficient sales ledger transactional processing service.

Key duties and responsibilities:

* Raising sales invoices and credit notes, and sending them out to customers.
* Importing sales invoice reports provided from other departments.
* Producing and sending out customer statements.
* Uploading sales invoices and statements to customer portals, if applicable.
* Handling any sales ledger queries and passing on to other team members where appropriate.
* Monitoring the finance email inbox and handling any emails relevant to the role.
* Liaising with customers.
* Monitoring aged debtors and carrying out credit control.
* Assisting with Finance administration as required.
* Ensuring compliance with the Financial Regulations.
* Undertaking any additional tasks the Financial Controller, Senior Finance Business Partner and Finance Analyst may request.

Person specification

This is a specification of the experience, skills, etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined above) and forms the basis for selection.

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| Requirements: | Essential: | Desirable: | Method supporting assessment: |
| At least 3 GCSE’s or equivalent including Maths and English | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Certificates presented |
| Other Accounting qualifications AAT / Degree / Part Qualified |  | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** | Certificates presented |
| Skills, knowledge and abilities | | | |
| Knowledge of basic financial procedures and policies | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application & interview |
| Knowledge of accounting code structures |  | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** | Application & interview |
| Credit control experience | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application & interview |
| Experience of purchase ledger processes |  | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** | Application & interview |
| Sage 200 |  | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** | Application & interview |
| Microsoft Outlook, Word and Excel | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application & interview |
| **Personal attributes & qualities** | | | |
| Enthusiastic, dedicated and self-motivated | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application & interview |
| Effective written and oral communications skills | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application & interview |
| Ability to work in a team or on own initiative | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application & interview |
| Understanding of the need for confidentiality and discretion | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application & interview |
| Numerical Aptitude | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application & interview |
| Customer Care | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application & interview |