



3 Cricklade Court, Cricklade Street
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Telephone: 01793 467142

<https://jobs.coepirecruitment.com/job/finance-assistant>

Finance Assistant

Description

1. Maintain systems to enable practices and procedures to operate to specified standards (e.g. administer imprest and unofficial funds, verifying clients personal finance records, security of cash).
2. Prepare orders for goods/services, receive and check delivery notes, invoices and accounts. Process invoices for payment after certification by an appropriate senior member of staff.
3. Check financial information and arrange amendments as necessary (eg monthly downloads and uploading of journals). Deal with general queries from colleagues, suppliers and clients relating to the financial information systems (eg payment queries).
4. Prepare invoices for services/goods provided, receive and check payments, update financial records and investigate debt recovery.
5. Use IT systems to input and extract information and distribute information to appropriate staff (eg SAP, spreadsheets)
6. Extract statistics for the completion of statutory returns, drawing relevant issues to the attention of Senior Officers
7. Act as a point of contact for staff, clients and suppliers to give routine advice and information relating to the work of the team.
8. Prepare and process routine correspondence, reports and other documents

Essential Requirements:

- Ability to collate and record data, facts and figures with care, accuracy and attention to detail.
- Ability to form and maintain good working relationships with colleagues at all levels.
- Ability to communicate with others in an appropriate, concise and accurate manner, orally and on paper.
- Ability to meet deadlines and prioritise time.
- Ability to solve issues and/or seek advice when necessary.
- Ability to enthuse, lead and supervise.

Reference:

CR92409

Date posted

30 May 2023

Salary

£ 11.00

Job Location

County Hall, Taunton

Working Hours

9am to 5pm, Monday to Friday, 37 hours per week

Beginning of employment

05/06/2023

Duration of employment

3 months

Employment Type

Full-time, Temporary