



## Job Description

<b>Job Title:</b>	Finance Assistant
<b>Grade:</b>	Grade 4
<b>Section:</b>	Exchequer Team
<b>Reports to:</b>	Exchequer Services
<b>Responsible for:</b>	Not applicable

### The Job

Is to:

- settle suppliers' invoices received in line with the approved policies and procedures;
- assist in the management of the sundry debts of the organisation, by raising invoices, monitoring payments and chasing non payments, and
- support the Finance Team in day to day operations to make sure accurate and timely information is available.

### The Bigger Picture

You will:

- maintain effective contact with all sections to ensure that invoices paid accurately represent the value of goods ordered and delivered and resolve any such disputes with external suppliers;
- maintain effective relationships with external suppliers and internal departments;
- assist with the development, maintenance and continual review of payment and administrative systems, including procedural documentation;
- assist in maintaining the customer master file and ensure all debtors (sales ledger) are charged correctly, and
- carry out other duties at a comparable level of responsibility relating to the work of the section as may be required.

### The Day to Day

You will:

- process creditor payments for a nominated area of work, including the inputting of delivery notes and invoices; making sure payments adhere to the company's Delegation Framework regulations;
- provide advice and guidance to WDH4 employees relating to Exchequer Services and EDRM, including attendance at working groups as required;
- report any contractual issues arising from the payments process to the Exchequer Manager and Procurement ensuring value for money;

- deal with debtor enquires and liaise with the relevant department to resolve disputes over non payment of accounts;
- agree payment plans and where necessary report on defaulting customers and to enable appropriate action to be taken;
- assist in running reports relating to outstanding debtor accounts and follow WDH policy and procedure for recovery, and
- assist with the development, maintenance and continually review systems including procedural documentation.

### **Personal Contacts:**

**Internal:** Employees at various levels within the organisation.

**External:** Wakefield Council, external organisations and customers of WDH.

## The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post. WDH principles reflect behaviour patterns, which distinguish highly effective performance in a role. There are nine behavioural indicators, which are split into three principles; Determination, Nous, Attitude, and these are often referred to as DNA

Personal skill characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)	Shortlisting Criteria (Tick)
<b>Qualifications and Training</b>				
A qualification at Level 2 of the Qualifications and Credit Framework, such as GCSEs (three or more at grades A–C/9 – 4), Award, Certificate or Diploma at level 2 or equivalent including English and Maths.	✓		AF/CQ	✓
AAT qualified or part CCAB.		✓	AF/CQ	
Working towards a financial qualification such as AAT (or equivalent).		✓	AF/CQ	

<b>Determination</b>				
Experience of raising and recovering debt in accordance with an organisation's financial framework.	✓		AF/I/R	✓
Experience of processing payments.	✓		AF/I	✓
Experience of working effectively with managers outside the finance team, external organisations and individuals.	✓		AF/I/R	
Ability to work effectively as part of a team to achieve team targets.	✓		AF/I	
Excellent numerical skills with a high level of attention to detail and accuracy.	✓		AF/I	

<b>Nous</b>				
Ability to use and develop PC based information systems.	✓		AF/I	✓
Ability to solve problems efficiently within the requirements of a financial framework.	✓		AF / I / R	✓
Excellent organisational skills.	✓		AF/I/R	✓
Good presentation skills.	✓		AF/I	
Ability to work with minimal supervision and on own initiative.	✓		AF/I	
A thorough knowledge and understanding of financial systems and procedures within a financial		✓	AF / I	

environment.				
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<b>Attitude</b>				
Self motivated and able to respond effectively when under pressure to meet appropriate deadlines in a performance orientated culture.	✓		AF/I/R	✓
Excellent communication skills both verbal and written.	✓		AF/I	✓
Excellent customer service skills.	✓		AF/I/R	✓

**Key**

- AF - Application Form
- I - Interview (this may include a presentation and occupational test where appropriate)
- CQ - Certificate of Qualification
- R - References