



Job Description Finance Assistant

Post Title Finance Assistant

Responsibilities The Finance Assistant will support the Finance Manager in managing the day to day finance activities of the company to ensure efficient and effective financial operations and management in Aquateira.

Main Duties

- Process timesheets
- Assist with the preparation of grant project claims and backup documentation
- Assist with supplier invoice coding and processing
- Assist with supplier payments
- Assist with raising customer invoices and credit notes
- Customer and supplier query resolution
- Assist with month end tasks, reconciliations and reporting to ensure timely delivery of management information
- Assist with VAT return preparation
- Credit control and preparation of debtor reports
- Assist with the annual budgeting process
- Work with the Finance Manager to maintain and develop effective finance systems, policies and procedures
- Other ad-hoc projects or financial support tasks as requested

Person Specification

	Essential	Desirable
Knowledge and Skills	<p>Strong IT skills, particularly MS Excel</p> <p>Good written and verbal communication skills with confidence to liaise with people at all levels</p> <p>Good planning and organisational skills</p> <p>Ability to prioritise workload and meet deadlines</p> <p>Work as effective team member</p>	
Experience	<p>Previous finance experience in a similar role</p> <p>Experience of working with accounting software</p>	<p>Minimum of two years' experience</p> <p>Familiar with Sage Accounts</p>
Education/Training	<p>HNC in Accounting or equivalent knowledge acquired through experience</p>	
Disposition	<p>Well organised and methodical with high level of attention to detail and accuracy</p> <p>Conscientious and able to treat sensitive information in a confidential manner</p> <p>Self-motivated and enthusiastic</p> <p>Flexibility, patience and a can-do approach to tasks</p> <p>Willingness to learn</p>	