



Job Description

Title:	Finance Assistant – Purchase Ledger
Accountable to:	Director of Finance
Responsible for:	N/A
Location:	National Office – Life Link One
Contract Type:	Permanent
Working Hours:	Various
Benefits:	25 days holiday plus bank holidays (pro rata), Pension scheme, Flexible working arrangements, Access to an Employee benefits platform

Main purposes of the job:

- To be responsible for the delivery of Life's accounts services as detailed within the key achievement areas.
- To be part of the Finance Team providing a continually improving and developing finance service which delivers a high quality, value for money service in accordance with the charity's needs, standards and legal obligations.
- To provide administrative and financial support in processing transactions in the Finance Team

Key achievement areas:

- 1) To take lead on maintaining the accuracy and integrity of all purchase ledgers ensuring that systems and agreed procedures are followed in the processing of invoices, credit and debit notes
- 2) To receive and correctly code purchase invoices and credit notes and post to Xero and to ensure correct authorisation of expenditure has been obtained.
- 3) To process and reconcile company credit card transactions from monthly statements and post them on Xero in line with established finance procedures.
- 4) To reconcile supplier statements with the purchase ledger accounts to ensure the accuracy of the data held in the purchase ledgers.
- 5) To run the Aged Creditors, report every month and the reconcile balance with the Nominal Ledger control account to ensure the accuracy of date in both ledgers.
- 6) To make payments to suppliers by making effective use of Natwest Bankline as a management tool for processing payments to suppliers. To post payments to Xero.
- 7) To process monthly expenses for staff ensuring that proper authorisation has been obtained and that all expenses are supported with appropriate receipts.

- 8) To check that monthly payroll information is processed accurately, confidentially and timely. In conjunction with the Senior Administrator to ensure that payroll and pension submission deadlines are met always.
- 9) To maintain a proper and effective filing system for invoices and all supporting documents so that is easy and quick to locate information
- 10) To check and match all invoices against purchase orders for accuracy of amounts. Review trade creditors list from Xero for completeness for invoices and payments, correcting errors and obtaining missing information.
- 11) To accurately use intercompany control accounts to record or post transactions that relate to other ledgers.
- 12) To maintain personal and professional development to meet the changing demands of the job.
- 13) Undertake any other duties that are essential to the job role.
- 14) Abide by and take responsibility for the implementation of LIFE's Equality Policy in all aspects of service delivery and working practice. Contribute positively to identifying and developing service improvements which respond to equality and diversity issues.

Safeguarding Children & Adults at Risk of Harm:

- Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and adults at harm of risk.
- Familiarisation with, and adherence to, the appropriate organisational Safeguarding policies and any associated guidance is an essential requirements of all employees as is participation in related mandatory/statutory training.
- All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally, then you must seek clarification from your immediate line manager as a matter of urgency.
- Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regards to Safeguarding Children and Adults at Harm of Risk.

Personal responsibilities:

- The post holder must assume responsibility for their own professional and personal development (supported by Life where appropriate) to ensure their continuing competence to deliver Life's requirements.
- A key component of development is being fully aware of regulatory and legal requirements impacting on operational services and ensuring that all staff within those services are aware of and deliver their individual responsibilities

Corporate behaviours:

All staff are expected to:

- Work towards the charity's aims and objectives, and uphold it's vision and mission
- Demonstrate respect for others and value diversity
- Act responsibly regarding the health and safety of themselves and others
- Focus on the client and customer, both internally and externally, at all times
- Make an active contribution to develop the service
- Learn from, and share experience and knowledge

- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance
- Act as an ambassador for the charity and always maintain professional standards
- Use discretion and sensitivity and be aware of issues requiring total customer confidentiality
- Demonstrate a flexible approach to their work
- Abide by and take responsibility for the obtaining, storage, processing and sharing of any personal data within the meaning of the General Data Protection Regulations 2018 and as defined in the relevant Life policies for all aspects of service delivery and working practice, paying particular attention to the protection of personal information in any form and by whatever means it is accessed by you.

In addition, all managers and supervisors will be expected to:

- Value and recognise ideas and the contribution of all team members
- Coach individuals to perform to the best of their ability
- Delegate work to develop individuals in their roles and realise their potential
- Provide support, feedback and guidance to all team members and encourage their team to achieve work/personal life balance

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post holder will perform. The job description will be reviewed regularly and may be changed in consultation with the post holder.

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Personal skill characteristics	Essential (Tick)	Desirable (Tick)
Communication		
Communicates effectively and openly at all levels.	✓	
Good verbal and written communication skills.	✓	
Experience of communicating effectively with customers to identify their needs, preferences and demands.	✓	
Business Management / Service Delivery		
Experience in the delivery of central finance, administrative and other support services	✓	
An understanding of principles of budgetary control		✓
Knowledge and understanding of performance based management in a customer focused service organisation.		✓
Experience / Knowledge / Qualifications		
Proven experience of working within a charity in a similar role		✓
A good level of literacy and numeracy.	✓	
Proven experience of working within finance, facilities management and corporate service environment.		✓
AAT or equivalent qualification		✓
A good working knowledge of Xero accounting system	✓	
Working knowledge of all Microsoft Office applications	✓	
Understanding of corporate procurement process	✓	
Personal		
Committed to the vision, mission and values of the charity	✓	
Commitment to quality, customer service, best practice and best value in all aspects of the charity's operation	✓	
Ability to work with people at all levels	✓	
Positive outlook and approachable personality	✓	
Ability to work on own initiative	✓	
Handles pressure of meeting deadlines and supports others where possible	✓	
Ability to prioritise workload and plan time	✓	
Commitment to own personal and professional development	✓	
Ability to motivate others and work as part of a team	✓	

Internal Use Only

Approved By: Isaac Nyirenda

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