



Lancashire,  
Manchester &  
N Merseyside

## JOB DESCRIPTION

### 1. IDENTIFICATION OF POST

**Post Title:** Finance Assistant

**Responsible To:** Director of Finance

### 2. PURPOSE OF POST

Primary purpose is the maintenance of the Purchase Ledgers in the Lancashire Wildlife Trust and Brockholes Enterprises Limited including the processing of all purchase invoices and expense claims. Also responsible for cashiering functions, including cash counting, petty cash and cash floats. In addition the post holder will provide support on sales ledger and provide general assistance within the Finance Department as required.

### 3. MAIN RESPONSIBILITIES

1. To scan and email purchase invoices into the finance system (Xledger), match them to purchase orders, review the coding, and update as appropriate and post to the system.
2. To check employee and volunteer expenses, scan into the finance system and post to the Purchase Ledger.
3. To make Purchase Ledger payments by BACS in accordance with the Trust's terms.
4. Perform monthly reconciliations of all supplier statements.
5. Reconcile and agree all expenditure on the Trust's debit and credit cards and ensure such expenditure is authorised.
6. Check, post and reconcile various office monthly petty cash returns and cash floats.
7. Provide support on sales ledger including raising sales invoices and credit control.
8. Cash counting at Brockholes and manage cash collections.
9. Responsible for insurance administration for motor vehicles.
10. To undertake any other duties as required by the Director of Finance.
11. To carry out all duties with due regard for confidentiality of information, and ensure all work carried out complies with Equal Opportunities, Data Protection and Health & Safety Procedures.

In order for the organisation to work effectively, you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, as delegated by your line manager.

This job description serves to illustrate the type and scope of the duties currently required for the above post and to provide an indication of the required level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, they will not however change the general character of the job or the level of responsibility entailed.

## PERSON SPECIFICATION

**JOB TITLE:** Finance Assistant

This section details the experience skills, knowledge and personal qualities required for the post.

Experience	Essential	Desirable
Experience of Purchase Ledger processes	√	
Experience of Sales Ledger processes		√
Experience of maintaining computerised cash books	√	
Experience of computerised accountancy systems	√	
Experience of working in a finance department.	√	
Experience of working within the charity or not for profit sector		√

Knowledge	Essential	Desirable
Computerised accountancy systems (full training will be given on Xledger)		√
A working knowledge of VAT regulations		√

Skills	Essential	Desirable
Excellent communication skills, both verbal and written	√	
Ability to work effectively as part of a small team	√	
Ability to work well on own initiative	√	
Ability to organise work effectively and to prioritise	√	
Good general IT skills (in particular MS Excel and Word)	√	
Flexibility and adaptability	√	
Accuracy and attention to detail	√	
High standard of numeracy	√	

Personal Qualities	Essential	Desirable
Commitment and enthusiasm to the Trust and its work	√	
A pleasant disposition and a good sense of humour	√	
A positive and mature approach using tact and diplomacy	√	
Ability to deal with information in a confidential manner at all times	√	

## GENERAL TERMS AND CONDITIONS

<b>Salary:</b>	£17,285 per annum
<b>Pension:</b>	The post holder can participate in the Lancashire WildlifeTrust pension scheme.
<b>Hours of Work:</b>	5 days (37.5hours) per week. Overtime is not paid but time off in lieu may be taken, where appropriate.
<b>Duration of post:</b>	The post is offered on a permanent contract.
<b>Place of work:</b>	The Barn, Berkeley Drive, Bamber Bridge, Preston, PR5 6BY

### **Criteria Common to All Job Descriptions:**

A Job Description sets out the purpose of the job, where it fits into the Trust's structure, the context within which the job holder functions and the principal accountabilities of job holders, or the main tasks they have to carry out. It is not a definitive work plan. This document is intended to provide guidance on the scope and function of the job.

### **Equal Opportunities Statement:**

All employees are required to adhere to and promote the principles and operation of the Trust's policies on equalities, to ensure that services provided are relevant to ethnically diverse communities and other disadvantaged groups in the area.

### **Health and Safety Statement:**

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the Trust's Health and Safety at Work Policy and the Health and Safety File. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the Trust including personal protective equipment in accordance with training or insurance. All members of Trust staff are responsible for informing their line managers of any potential gaps in the current Trust Policy. All employees are responsible for ensuring that Health and Safety Policy is up to date and continuously reviewed and evaluated.

### **Performance Review:**

All employees will participate in the Trust's Performance Review process. The process aims to ensure that performance standards/targets are jointly agreed between employees and line managers and are achieved within agreed time scales. Failure to maintain an appropriate standard indicated by management can result in Capability proceedings being taken.

### **Commensurate Statement:**

At times, the Post holder will be required to undertake other duties and responsibilities of a similar level and nature in order to support workload peaks and resources and skill shortages, ensuring priorities are met. This will be sensitive to available resources and individual skills and will generally be within the same area.

### **Adherence to Staff Handbook, Policies and Procedures:**

The Trust is a large, diverse charitable organisation and as such needs to ensure that all employees are aware of their obligations to and from the organisation. These are clearly defined in the Staff handbook, the Intranet and in the policies and procedures adopted by Council as part of the Trust's governance. All Employees have an obligation to read and understand these policies, especially those that are pertinent to this role.