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| **Job Description – Finance Assistant** |
| Job Holder Signature: | Manager Signature: |
| Date Signed: | Date Signed: |

**Job Description**

The Finance Assistant will provide financial support to the affiliate. The role will upload and post sales invoices, purchase invoices, expenses, credit cards and petty cash processing. Reconcile stock, assets and customer statements. Support in year end audit stocktakes and Corporation tax calculations. Manage and run payroll processes.

**Responsibilities**

* Manage monthly transactions
* Upload sales invoices to AP systems e.g. Ariba, Taulia and Tungsten
* Post sales invoices using DATEV
* Post purchase invoices, expenses, credit card transactions, bank accounts and petty cash
* Credit control
* Manage all reconciliation processes – stock, fixed assets, upfront receipts and payments, debtors and creditors
* Assisting in the monthly accounts to agreed deadlines
* Prepare accruals for approval
* Accounting for fixed assets, including additions, disposals and depreciation
* Manage VAT returns processes – VAT returns, EC sales list, Intrastat
* Process intercompany transactions and reconcile intercompany accounts
* Manage journals by posting, accruing and recharging
* Ensure Orderwise is up to date with the correct customer and supplier accounts and has the correct exchange rates
* Daily bank reconciliation
* Support the supplier payment process
* Reconciliation of purchase orders and sales orders to sales invoices
* Payroll processing and end of year processes – TBC, this would depend on the ability of the candidate

**Requirements**

* AAT / CPA qualified or willing to study
* Previous experience in a similar role
* Previous experience of using DATEV
* Advanced excel skills
* Accruals and pre-payments
* Sales ledger and credit control experience

**Competencies**

* Able to communicate at all levels of the business and Internationally
* Able to work under pressure and to deadlines
* Excellent prioritising skills
* Methodical
* Excellent attention to detail

**Work Conditions**

* Reports to Commercial Director / General Manager with a dotted line to the Senior Finance Manager
* Overtime may be required from time to time