



Job Description

Job Title: Finance Assistant

Reports to: Senior Finance Assistant

1. Job purpose

Sales invoice processing and assisting in other areas of the Finance Function.

2. Job duties

- a. Sales invoice processing and dealing with queries.
- b. Assist with month end process; reconciling accounts and preparing journals.
- c. Supporting Senior Finance Assistant in improving and updating financial procedures and controls.
- d. Manual sales recording, input and reconciliation.
- e. Providing support on purchase ledger, data input.
- f. All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to imago's Health, Safety and Environmental Policies and Procedures.
- g. To undertake such other duties as may be reasonably requested and that are commensurate with the nature and level of the post.

Corporate and Social Responsibility

- a. To adhere to Imago environmental policy
- b. To actively participate and promote charities that Imago sponsor

3. Points to note

- a. All duties must be carried out in a manner that supports Imago's commitment to Equality and Diversity.
- b. The post holder may be required to work outside of normal contracted hours if necessitated by the exigencies of the business.
- c. The purpose of the job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.
- d. All duties must be carried out in accordance with relevant Health and Safety legislation and Imago's policies and procedures.

The above is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties as flexibility in meeting company and guests' needs is required by all employees.

I confirm that I have read and agreed this job description which explains the main duties of my job.

Signed: _____ (Job Holder)

Print name: _____

Date: _____

January 18, VW

Job Specification

Job Title: Finance Assistant

	Essential	Desirable
Experience	<p>Experience of working in a Finance Function, to include Nominal Ledger and Sales Ledger</p> <p>Experience of Finance software and its administration</p> <p>A willingness to undertake further training as and when required</p> <p>A willingness to adopt new procedures as and when required</p> <p>Customer service training</p>	<p>Credit Control and Purchase ledger experience</p> <p>Working in a hotel type/multi-faceted business</p>
Skills and Abilities	<p>Excellent communication and organisational skills</p> <p>Strong analytical and observation skills</p> <p>Ability to work on own initiative and make appropriate decisions</p> <p>Good I.T. Skills and knowledge of Outlook, Excel & Word</p> <p>Punctual, flexible and reliable</p>	<p>Teamwork skills</p> <p>Proven customer care skills</p> <p>Be able to work to under pressure, within timeframes and multitask</p> <p>Excellent interpersonal skills</p>
Education/Qualifications	<p>A good level of general education, especially Maths & English</p>	<p>AAT or similar qualified</p>
Equality and Diversity	<p>Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace</p>	
Other	<p>Able to manage own workloads within given time frames</p> <p>Positive attitude and common sense in a finance field</p>	