

**JOB DESCRIPTION FOR FINANCE ASSISTANT  
JANUARY 2023**

A list of job duties associated with your job title is set out below. This job description is non-contractual and the Company reserves the right to amend, withdraw or depart from its provisions at its discretion. Subject to the Company's business requirements you may be required from time to time to undertake other work within your capacity and the Company reserves the right to amend the job title and/or job description from time to time, on a temporary or permanent basis, to reflect your own development or the Company's business needs.

<b>Job title</b>	Finance Assistant
<b>Band</b>	B3
<b>Team</b>	Finance (Support Centre)
<b>Purpose of role</b>	Responsible for Imago Venues' sales invoice processing and assisting in other areas of the Finance Function
<b>Reports to</b>	Financial Accountant
<b>Manages</b>	N/A
<b>Main duties</b>	<ul style="list-style-type: none"> <li>• Sales invoice processing and dealing with queries</li> <li>• Liaising with the Sales Office to ensure that month end procedures are fulfilled</li> <li>• Supporting the Sales Office with event invoicing and reconciliation</li> <li>• Assist with month end process, reconciling accounts and preparing journals</li> <li>• Supporting Senior Finance Assistant in improving and updating financial procedures and controls</li> <li>• Manual sales recording, input and reconciliation</li> <li>• Providing support on purchase ledger, data input and general finance duties for the Loughborough University Nursery</li> <li>• Processing of Account Application Forms and credit checking using an online reference agency</li> <li>• Attend debtors' meetings</li> </ul>
<b>People skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication and organisational skills.</li> <li>• The ability to work under pressure, within timeframes and multitask.</li> <li>• Strong analytical and observation skills</li> <li>• Ability to work on own initiative, attention to detail and make appropriate decisions.</li> <li>• Teamwork/customer care skills</li> </ul>

<b>Technical skills</b>	<ul style="list-style-type: none"><li>• Experience of Finance Systems</li><li>• Excellent IT skills particularly in the use of Excel and other Microsoft packages</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• A good level of general education especially Maths &amp; English</li></ul>