

## JOB DESCRIPTION

<b>Job Title:</b>	Graduate Finance Assistant	<b>Job Band:</b>	4b
<b>Department:</b>	Finance	<b>Location:</b>	Mansfield Head Office
<b>Accountable to:</b>	Assistant Accountant	<b>Number of Direct Reports:</b>	0
<b>Job Purpose:</b>	To assist the Financial Controller and Assistant Accountant in the day to day processing of the Society's transactions.		

MAIN DUTIES	
<b>OPERATIONS:</b>	Work with other Finance Assistants on a Rota basis to achieve the processing requirements of the Finance Department
	Download the Society's bank account information using Internet banking
	Perform the daily download allocating customer receipts to customer accounts
	Prepare Journals ready for posting into the Accounts system
	Code, log and batch supplier invoices ready for payment through fortnightly payment runs
	Prepare the Society's fortnightly payment run
	Produce the daily treasury worksheet accurately using the TMS (Treasury Management) System
	Check, prepare and process all treasury documentation
	Carry out daily reconciliations on all balance sheet control accounts including Society bank accounts and branch floats.
Assist with the preparation of the Society's month end reporting	

	Preparation of weekly and monthly Balance Sheet reconciliations
	Liaise with other departments regarding transaction queries
	Undertake any Finance projects as and when required including but not limited to, financial analysis of data, system installations and system upgrades.
	Prepare controlled stationery for delivery to branches
	Carry out all duties as detailed and in accordance with the Society's and Finance department's documented policies and procedures.
<b>GENERAL DUTIES:</b>	
	<ul style="list-style-type: none"> <li>Carry out all duties as detailed and in accordance with documented policies and procedures</li> </ul>
	<ul style="list-style-type: none"> <li>Maintaining risk awareness within your role, ensuring relevant controls are implemented and are operating effectively, reporting of all risk events identified and escalating risk issues which have the potential to breach the Society's appetite for risk / control environment.</li> </ul>
	<ul style="list-style-type: none"> <li>Prepare and collate management information in accordance with laid down procedures and standards</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure all targets/objectives as laid down are achieved.</li> </ul>
	<ul style="list-style-type: none"> <li>Promote the interests of and ensure adherence to the policies of the Society.</li> </ul>
	<ul style="list-style-type: none"> <li>To carry out all duties taking into account the FCA's Conduct Risk requirements and principles of Treating Customers Fairly.</li> </ul>
	<ul style="list-style-type: none"> <li>To carry out all duties in compliance with the FCA's Conduct Rules as applicable to the role (as detailed in the Code of Conduct Sourcebook (COCON)).</li> </ul>
	<ul style="list-style-type: none"> <li>Carry out all duties taking into account the principles of Treating Customers Fairly.</li> </ul>
	<ul style="list-style-type: none"> <li>To ensure that regulatory requirements in respect of Anti Money Laundering (AML) and Terrorist Financing are complied with, including:</li> </ul>

<ul style="list-style-type: none"> <li>• Carrying out prescribed customer due diligence measures (CDD) for all customers (including appropriate enhanced due diligence (EDD) measures, where applicable) before establishing a business relationship and at appropriate times during the business relationship in accordance with documented procedures.</li> <li>• Understanding the law and personal obligations and responsibilities under it and the potential legal and regulatory penalties for any breach / non-compliance.</li> <li>• Completion of training as required in order to attain and maintain knowledge and continuing competence in AML systems, controls and procedures.</li> <li>• Reporting knowledge or suspicion of any money laundering or terrorist financing activity promptly in accordance with procedures.</li> <li>• Undertake other duties as may be required in the post and department detailed above or any other post in any department or branch of the Society.</li> </ul>				
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<table border="1"> <tr> <td style="background-color: #cccccc;"><b>DATE:</b></td> <td></td> <td style="background-color: #cccccc;"></td> <td></td> </tr> </table>	<b>DATE:</b>			
<b>DATE:</b>				

## PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Accounting &amp; Finance Degree or other suitable Accounting Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• ALEVELS/DIPLOMA or a level 3 equivalent</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• 6 – 12 months in an accounting position</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge on Accountancy systems</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>SKILLS AND ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Competent in Excel and Microsoft packages</li> <li>• Good Oral and Written communication skills</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Friendly</li> <li>• Positive 'can do' attitude</li> <li>• Reliable</li> <li>• Methodical with good attention to detail</li> </ul>	

Updated 18/09/2020

	<ul style="list-style-type: none"><li>• Team Player</li><li>• Ability to meet deadlines</li></ul>	
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