**Job Description**

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| **Job Title:** | Interim Finance Assistant | **Job Band:** | 5 |
| **Department:** | Commercial Finance | **Location:** | Mansfield Head Office |
| **Accountable to:** | Accountant | **Number of Direct Reports:** | 0 |
| **Job Purpose:** | To assist the Accountant in the day to day processing of the Society’s transactions. | | |

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| **MAIN DUTIES** | | | | |
| **OPERATIONS:** | | Work with other Finance Assistant 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 and check and upload journals form other team members | | |
| Code, log and batch supplier invoices ready for payment through weekly payment runs | | |
| Produce the daily treasury worksheet accurately | | |
| Check, prepare and process all treasury documentation | | |
| Carry out daily reconciliations on control accounts | | |
| Carry out daily reconciliations on the Society’s bank account | | |
| Liaise with other departments regarding transaction queries | | |
| Prepare controlled stationery for delivery to branches | | |
| Complete other ad -hoc tasks as required | | |
| Carry out all duties as detailed and in accordance with the Society’s and Finance department’s documented policies and procedures | | |
| **GENERAL DUTIES:** | | | | |
| * 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. | | | | |
| * Prepare and collate management information in accordance with laid down procedures and standards | | | | |
| * Ensure all targets/objectives as laid down are achieved | | | | |
| * Promote the interests of and ensure adherence to the policies of the Society | | | | |
| * To carry out all duties taking into account the FCA’s Conduct Risk requirements and principles of Treating Customers Fairly | | | | |
| * 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) | | | | |
| To ensure that regulatory requirements in respect of Anti Money Laundering (AML) and Terrorist Financing are complied with, including:   * Understanding the law and personal obligations and responsibilities under it and the potential legal and regulatory penalties for any breach / non-compliance. * Completion of training as required in order to attain and maintain knowledge and continuing competence in AML systems, controls and procedures. * Reporting knowledge or suspicion of any money laundering or terrorist financing activity promptly in accordance with procedures | | | | |
| * 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. | | | | |
| This job description will be amended in consultation to reflect changes in or to the job. | | | | |
| **DATE:** |  | | **AGREED:** |  |

**Person Specification**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** |  | * Accounting & finance degree or AAT qualification |
| **EXPERIENCE** | * At least 3 years’ experience of working in a finance department * Experience of performing a variety of financial tasks | * Experience of working in a regulated environment |
| **KNOWLEDGE** | * Good computer literacy with the ability to pick up and use systems * Knowledge of accounting systems * Proven accounting knowledge |  |
| **SKILLS AND ATTRIBUTES** | * Competent in Excel and Microsoft packages * Good oral and written communication skills |  |
| **PERSONAL ATTRIBUTES** | * Friendly * Positive ‘can do’ attitude * Reliable * Methodical with good attention to detail * Team Player * Ability to meet deadlines * Ability to multitask in a busy working environment |  |