

## JOB DESCRIPTION

**ASPIRE COMMUNITY BENEFIT SOCIETY LIMITED**

**POST TITLE** Finance Assistant

**POST(S) TO WHICH DIRECTLY RESPONSIBLE** Finance Controller

**POSTS(S) FOR WHICH DIRECTLY RESPONSIBLE** N/A

### PURPOSE OF THE JOB

To provide finance related administrative support to the Finance Controller, undertaking tasks such as data entry of purchase invoices, book keeping, account reconciliations and spreadsheet analysis of finance related information.

To work in an accurate and efficient manner to ensure that timely financial information, including monthly accounts, can be produced by the Finance Controller.

### RESPONSIBILITIES

To prepare and enter finance related documents such as purchase orders and finance journals to the FMS accounting system.

To ensure the timely and accurate processing of purchase invoices and completion of sales and purchase ledger daybooks and associated journals and reconciliations.

To reconcile finance accounts as directed and ensure correct coding and allocation of costs where required.

To download and manipulate payroll data to assist with the provision of monthly management information and the reconciliation of accounts.

To check completed work for accuracy and review financial statements and reports to ensure that payments, amounts and records are correct.

To verify and where necessary correct source document input data to ensure accurate data entry takes place.

To ensure source documents are correctly authorised in line with financial authorities and policies.

To assist in the provision of management information in a timely and efficient manner.

To assist managers in controlling their departmental budgets

To store spreadsheets and documents in designated locations.

To comply with data integrity and security policies.

To participate in training and continuous professional development as necessary to ensure up to date knowledge and skills.

To comply with the requirements of all Aspires policies, procedures and staff instructions, including responsibilities under the Health and Safety Policy and Procedures.

To actively promote and support Aspires Policies on Equal Opportunities and to work in an anti-oppressive manner.

To deal with sensitive and confidential information and ensure this information is secure.

#### PHYSICAL CONDITIONS

The post holder will be based at:  
Aspire Community Benefit Society  
Westfield Chambers  
Westfield Business Park  
Lower Wortley Road  
Leeds  
LS12 4PX

#### PROSPECTS

##### Promotion

Whilst no guarantee can be given to subsequent promotion, there are currently a number of higher graded posts within Aspire which potentially provide the opportunity for career progression. Any subsequent vacancies will be filled in compliance with agreed Aspire procedures.

##### Training

Aspire has a positive commitment to the training and development of employees in all areas of its activities. Similarly employees are also expected to adopt a positive attitude to any training provided and also to their own personal development. Applicants will be expected to either be undergoing AAT training or other finance qualification or to be prepared to undergo training.

Job Description Prepared / Reviewed:

Chief Executive/ Finance Director

Date: 18/04/2017

## Person Specification

Detailed below are the types of skills, experience and knowledge which are required of applicants applying for the post. The “Essential Requirements” indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under “Desirable Requirements” are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

### ESSENTIAL REQUIREMENTS

#### SKILLS

A passion for numbers and accuracy in calculating figures is vital.

Ability to work in an organised manner with adeptness at paying attention to detail.

Ability to accurately input data into finance systems.

Ability to use various forms of information technology including M/S office suite and in particular excel to intermediate level.

Ability to self motivate and demonstrate competence.

Ability to prioritise work and to manage time effectively.

Ability to manage constant and conflicting demands.

Excellent verbal, numeric and communication skills.

To lead by example to ensure that Aspire demonstrates commitment through its culture and actions to [equality and diversity](#) in the population it serves and the staff who provide the services

A thorough, professional approach to work and the ability to complete tasks in an efficient manner and achieve required deadlines.

Ability to take instruction and solve problems in a mature, calm and organised way.

Ability to be discreet, diplomatic, reliable and trustworthy.

#### KNOWLEDGE

Of using a finance system with purchase, sales and general (nominal) ledger.

Of using and creating MS Excel spreadsheets at an intermediate level.

#### EXPERIENCE

Of working to deadlines.

#### BEHAVIOURAL AND OTHER JOB RELATED CHARACTERISTICS

Ability to understand and observe the Aspires Equality and Diversity Policy

To carry out all duties having regard to an employee's responsibility under Aspires Health & Safety Policies

Willingness to actively participate in training and development activities to ensure up to date knowledge and skills

## **DESIRABLE REQUIREMENTS**

### **SKILLS**

Ability to work within a team

Ability to demonstrate good decision making skills.

A working knowledge of M/S Word and Outlook.

### **EXPERIENCE**

Of working within a team

Of adapting to the use of new systems and processes