

Job Description and Person Specification

Job Title:	Finance Assistant
Location:	Lewes Town Hall, High Street, Lewes, BN7 2QS
Grade:	Spinal Column Point range 7 -11: (starting at £25,584 per annum FTE)
Hours:	20 hours per week
Contract:	Part-time, permanent
Responsible To:	Finance Manager

Job Description

Main Purpose of the Role:

To support the Finance Manager in delivering efficient and accurate financial administration, including the management of the purchase ledger, sales invoicing, banking, and other general administrative duties.

To ensure compliance with financial policies and procedures and contribute to the smooth running of the organisation's financial operations.

To provide assistance/cover for other members of the team during busy periods and absences.

Key Tasks:

Financial Administration

- Maintain accurate financial records and assist with the preparation of financial reports.
- Process and monitor payments, ensuring timely authorisation and adherence to policies.
- Reconcile bank accounts and resolve discrepancies.

Purchase Ledger

- Process purchase invoices and ensure they are authorised in line with company procedures.
- Maintain supplier accounts, including setting up new accounts and updating existing details.
- Manage supplier queries and resolve any payment issues.

Sales Invoicing

- Prepare and issue sales invoices in an accurate and timely manner.
- Monitor and chase outstanding payments in accordance with credit control policies.
- Maintain records of income and provide regular updates to the Finance Manager.

Banking

- Record daily transactions and manage banking processes, including deposits and payments.

General Administrative Duties

- Assist with filing, document management, and correspondence related to finance.
- Support the Finance Team in audits and ensure compliance with financial regulations.
- Provide general administrative support as required.

Other Duties

- Undertake any other duties within the scope of the role as directed by the Finance Manager or the Town Clerk.

Points to Note:

- The post holder will consistently apply the principles of Equal Opportunities, as embodied in the Town Council's policies and practices throughout the duties outlined.
 - The post holder will undertake available training opportunities identified through appraisal and supervision and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of Town Council services.
 - This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
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Person Specification

Key Skills & Abilities

Essential

- Ability to work in an organised and methodical manner to maintain efficient record keeping systems
- Excellent communication skills
- Proficiency in Microsoft Office, particularly Excel
- Ability to effectively organise own workload and meet tight deadlines, managing changing and conflicting demands
- Use your own initiative and work independently
- Strong numerical skills and attention to detail

Education & Qualifications

Essential

- 3 GCSE's Grade A - C or equivalent (including English and Maths)

Desirable

- A recognised qualification in financial management or equivalent

Knowledge

Essential

- Proficient ICT skills
- Excellent Microsoft Office 365 working knowledge (Outlook, Word, Excel, PowerPoint)
- Ability to learn new software applications as required (e.g. Rialtas)

Desirable

- Financial accounting software



Previous Experience

Essential

- Previous administrative work with financial records
- A busy office environment

Desirable

- Working in a political / public-sector environment

Personal Attributes

Essential

- Strong communication skills, both written and verbal
- A team player with a proactive and flexible approach to work
- High level of integrity and professionalism
- Maintaining confidentiality and discretion when required
- Willingness to take on a range of tasks as required
- Flexible and self-motivated approach to work
- Positive approach to problem solving

Desirable

- A demonstrable interest in the town of Lewes either past or present