



JOB DESCRIPTION

JOB TITLE: Finance Assistant

TEAM: Finance

PRESENT POSTHOLDER:

DATE: February 2019

PREPARED BY: GF

OVERALL PURPOSE OF THE ROLE:

To assist with all aspects of the financial processing of the Trust and its subsidiary companies

REPORTING TO: Finance Officer

REPORTING TO JOB HOLDER: None

OTHER WORKING RELATIONSHIPS:

Internal: Finance team, Support Services team, Sales team including Visitor Centre staff and volunteers, NWS team and other staff and volunteers as required

External: Contractors, suppliers, debtors

MAIN DUTIES:

1. Assist the Finance Officer with all financial administration activities for the Trust and its subsidiary company Norfolk Wildlife Enterprises Ltd, processing and entering financial transactions onto the Sage computerised financial accounts system.
2. Assist the Finance Officer with general financial and clerical duties including; preparing sales invoices and statements, preparing BACS payments and collating the weekly banking for the Trust and its subsidiary companies, maintain files and records and general secretarial support.
3. Process all financial transactions for the Trust's subsidiary company Norfolk Wildlife Services Ltd onto the Sage computerised financial accounts system.
4. Assist the Finance Officer with management of HQ Petty Cash.
5. Assist the Finance Officer with the reconciliation of the Visitor Centres, HQ and Online sales return records.
6. Undertake other ad hoc duties and projects as agreed with the Finance Officer.
7. Assist with the operation of the Trust's reception by providing back up cover at lunchtime & other times as necessary.

OTHER DUTIES:

1. Adhere to the Trust's Health and Safety Policy and contribute to the maintenance of a healthy and safe working environment, including acting as a HQ Fire Marshal.

LIMITS OF AUTHORITY:

- Access to the Trust's and subsidiary companies financial accounts and computer system
- Access to the Trust's and subsidiary companies online banking system
- Generate invoices, BACS and cheque payments, manage HQ petty cash float
- Sign certain correspondence

ESSENTIAL REQUIREMENTS:

- Minimum of one year's relevant experience of working in a finance processing role
- Experience of using Sage 200 computerised accounting system
- Intermediate level experience of using Excel and proven experience of using Microsoft Outlook / Office 365. Basic word processing skills using Microsoft Word or equivalent
- Excellent attention to detail
- Proven administrative skills and experience, with good numeracy and literacy skills
- Good organisation skills, ability to work under own initiative and as part of a team
- Excellent communication skills with a good telephone manner

DESIRABLE REQUIREMENTS:

- A clear interest in and sympathy for nature conservation and the work of NWT

HEALTH AND SAFETY:

Attached with contract