

Job Description & Person Specification

WEST MIDLANDS EMPLOYERS		
Post Title	Grade	Date
Finance Assistant FTE 37 hours	G6	December 2024

Reporting Relationships

Responsible to: Finance Manager

Responsible for: No staff
(The post holder will support and deputise for the Finance and Procurement Officer as required)

Service Purpose and Values

The finance team is led by the Assistant Director Finance & Governance (ADFG). The post holder will work as a member of the Finance Team under the day-to day supervision and direction of the Finance Manager. The post holder will be responsible for ensuring a high quality of work that contributes to efficient and effective accounting and financial management systems for West Midlands Employers and its related activities and services.

Key Accountabilities:






- To contribute to the provision of day to day financial accounting activities and the delivery of an end to end service that includes sales ledger, purchase ledger, cash and banking, VAT returns, financial reporting to external bodies and other duties as necessary to ensure accurate and complete financial records. These duties will include;
 - Ensuring compliance with WME financial protocols and policies including the WME Scheme of Delegation; standard accounting practice and legislative requirements.
 - Ensuring timely and accurate processing of sales and purchase ledger activities ensuring all required checks and authorisations, and preparation of data for entry on to the SAGE system.
 - Supporting administration of cashbook services; including bank reconciliation and online credit card payments and preparation of documentation for BACS payments
 - Administration of credit control system to ensure prompt payments by debtors and activating processes for bad debt recovery as agreed with the ADFG.
 - Ensuring early notice to ADFG of any potential legal or financial implications arising from outstanding debts.
 - Working with the CRM system to record and process data in relation to customer sales and invoicing as part of WME financial processes.
 - Preparing a range of financial data to meet business reporting requirements as required by the ADFG and the Finance Manager.
 - Preparation and provision of data for statutory returns to HMRC, Inland Revenue and the Certification Office.
 - Working with the wider WME team to provide advice and guidance to ensure compliance with financial processes and protocols.
 - Supporting routine quarter, year end and audit processes.
 - Ensuring the accuracy and integrity of all financial data as well as safe data storage, processing and retention.
 - Observing all WME operational policies, working flexibly to meet business needs.

2. Notifying the Finance Manager or ADFG of any general anomalies or suspicion of improper or fraudulent activity appertaining to the accounting functions.
3. Ensuring compliance with all procurement and contracting arrangements in respect of operational protocols and processes, including required authorisations; ensuring a documented audit trail and liaising / negotiating with suppliers as necessary.
4. Ensuring strict confidentiality in relation to all finance and other sensitive personal and organisational data and complying with Data Protection regulations in the handling of all personal data.
5. Coordinating and contributing to Finance Team Meetings and participating in WME full team meetings.

Contacts

WME staff, local authority staff and councillors, a wide range of local government officers, service providers, public sector clients and financial institutions.

Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by
	<p>Qualifications/Professional membership</p> <p>Possession of recognised accounting qualification e.g. AAT or equivalent gained through experience in a similar financial role for a period of at least 3 years</p>	<p>A/I</p>
	<p>Knowledge and Experience</p> <p>At least 12 months recent experience of working with a complete financial management system including sales, purchase, cash ledgers, (using Sage or equivalent stand-alone accounting systems)</p> <p>Experience of working with online business systems for recording and reporting data such as the SAGE accounting and SAGE customer relationship management (CRM) system or similar, online payment and banking systems</p> <p>Experience of operating or working with a credit control system</p> <p>Experience in the preparation of financial reporting data such as VAT returns, sales forecasts, credit control reports, budget reporting, etc.</p> <p>Understanding of Data Protection regulations in relation to handling personal information</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
  	<p>Skills</p> <p>Experienced user of online accounting and business services systems</p> <p>High level of analytical skills and experience of excel spreadsheets for use in data analysis and reporting</p> <p>Fully conversant with the full range of Microsoft Office applications.</p> <p>Excellent written and verbal communication skills</p> <p>Self-motivated, with the ability to work to a very high level of accuracy and unsupervised in response to diverse demands, performance targets and to meet challenging deadlines.</p> <p>Honest, trustworthy and reliable, demonstrating high levels of commitment to responsiveness and high standards of quality in service delivery.</p> <p>Ability to demonstrate a flexible approach to work and make a positive contribution to a multi-functional team.</p> <p>Personal commitment to high quality work and customer satisfaction.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

	Ability to self prioritise workload to meet varied demands.	A/I
	Ability to deal with confidential and sensitive information and matters with discretion.	A/I
	An effective team worker able to demonstrate a flexible approach to tasks and willingness to support colleagues across a wider team.	A/I



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the
SSC Resourcing Team on 01785 276480