

# **ACTION MEDICAL RESEARCH**

## JOB DESCRIPTION

**Job Title:** Finance Assistant  
**Department:** Finance & Operations  
**Working base:** Home based with some travel to meetings in South East England  
**Hours:** Full-time  
**Reporting to:** Finance Manager

### **Job Purpose**

To perform day-to-day processing of accounts payable transactions to ensure that supplier accounts are maintained in an efficient, effective, timely and accurate manner for the Charity.

### **Principal Tasks and Responsibilities**

#### **Supplier invoice processing**

- Receive and verify supplier invoices, and ensure they are forwarded to the correct signatories for authorisation within 48 hours of receipt in Finance.
- Ensure that approved invoices returned in the system are immediately processed and posted into the ledger.
- Process staff expense ensuring that the appropriate budgets have been checked and signatories verified on the charity's online Staff Expenses module.
- Download and dispatch monthly corporate credit card statements to respective cardholders in a timely manner.
- Deal with all supplier queries efficiently and in a timely manner, ensuring that the charity is not exposed to any risk of financial loss resulting from any delays to payment.
- Liaise with colleagues in the charity's Research department on relevant University grant-holder invoice matters.
- Maintain an up-to-date list of suppliers paid by direct debit including regular amounts, frequency and date of payment, in addition to review and download of any invoices whereby access is provided on-line.
- Ensure that all amounts taken by direct debit are fully reconciled to relevant invoices on a timely basis.
- Create new and appropriately maintain existing supplier records in the financial system.

## **Other Responsibilities**

- Assist in the preparation of the fortnightly payment run, ensuring that all invoices due for payment are included.
- Assist the Finance Manager to regularly review, update and maintain procedure manuals relevant to accounts payable, with a focus on continually improving processes.
- Investigate any discrepancies arising within the payments systems (e.g. payments not made, differences in sums paid, etc.) and address as necessary, keeping both budget holders and third parties informed.
- Develop & maintain an effective working relationship with all teams within the Charity, plus key partners at universities.

## **General**

- To work effectively as part of the finance team, assisting other team members during periods of peak activity & to provide cover over periods of leave.
- To provide support in the production of management accounts and year end statutory accounts by ensuring that all invoices are processed in the system on a timely manner to enable accurate accounting of accruals and prepayments.
- Contribute to a smooth year end audit process by completing all year end actions to timetable.
- Any other duties commensurate with the post as requested by the Finance Manager & the Director of Finance.

*This Job Description is a statement of requirements at the time of writing. It should not be seen as precluding future changes after appointment to this role.*

## PERSON SPECIFICATION

### Skills

1. AAT level qualification or equivalent - Desirable
2. Excellent written and verbal communication skills with the ability to communicate with people at all levels providing clear information, support and advice.
3. Positive and confident disposition.
4. Good self-organisation and time management.
5. Good numeric skills in order to collect and collate accurate information.
6. The flexibility, energy and willingness to learn new skills and methodologies.
7. Able to remain calm under pressure.
8. Capable of working to strict deadlines.
9. Willingness to work as part of a team.
10. The ability to input data accurately and methodically, with attention to detail, and to notice mistakes or anomalies.
11. Willingness to participate in and contribute to discussions, meetings and other activities.

### Knowledge and Experience

1. Understanding and adherence to accepted customer services principles – courtesy, patience and tact, proactivity in resolving problems, and the need to record full and detailed information at every opportunity.
2. Demonstrate the ability to multitask and time manage effectively.