

## Role Profile

**Job Title** : Junior Finance Assistant (purchase ledger) & admin support  
**Department** : Finance  
**Grade** : Operations 2

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### Function of the department/section & main purpose of the job:

The Junior Finance Assistant role provides day to day administration, processing and bookkeeping support in order to maintain efficient running of the Finance Department.

The departmental admin role provides administrative and organisational support to the Head of Finance & co-ordination of departmental objectives & activities.

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### Junior Finance Assistant Duties & Responsibilities:

1. To be point of contact internally for credit card expense queries
2. To book in credit card statements
3. To send out credit card statements for authorisation & ensure returned on a timely basis
4. To ensure that returned credit card expense claims are in line with expenses policy and VAT is accounted for correctly
5. To provide cover where needed with booking in and keying supplier invoices on the system
6. To carry out ad-hoc work as required in supporting the Finance Team and Head of Finance

### Department admin support Responsibilities:

1. To open and distribute departmental post
2. To manage & co-ordinate the Head of Finance's time – to include: setting up meetings, visits & scheduling work in accordance with various commitments, upkeep of diaries etc.
3. To order company stationery on a weekly basis
4. To administer Bike Scheme
5. To be first point of contact for Pension Salary Exchange and pension meetings
6. To be first point of contact for insurance claims & queries
7. To manage the physical and digital archive store records
8. To maintain finance resource pages and update as advised
9. To assist the Finance Director and Head of Finance with project specific work as required (including Cultural Test Certifications and Grant Applications)

### General:

1. To observe the provision of the Health & Safety at Work Act
  2. Any other administrative duties as required and relevant to the grade of the post
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**Specific Limitations on Authority:** All decisions to be made in consultation with the Management Accountant for the Junior Finance Assistant role and Head of Finance for the admin role

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**Responsible to:** Management Accountant and The Head of Finance

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**Responsible for:** N/A

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**Specific Functional Contacts:** All departments

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**Person Specification for Junior Finance Assistant role:**

- Basic numeracy and literacy to GCSE standard - Maths and English Language essential
- Previous experience of Purchase Ledger is desirable
- Bright and enthusiastic
- Good telephone manner
- PC literacy
- Responsible and proactive attitude to work
- Able to work well as part of a team

**Person Specification for admin role:** (selection criteria are essential unless otherwise specified)

- Previous PA experience preferable but not essential
- Strong communication skills – both written and verbal
- Awareness and appropriate treatment of confidential and discreet issues
- Microsoft office suite (particularly Outlook and Excel) experience
- PDF Adobe
- Ability to act on own initiative
- Strong organisational ability – in terms of others & self
- Pro-active, flexible & team based approach to work

Prepared: JC 08/06/22