

JOB DESCRIPTION

Finance Assistant

Job Title:	Finance Assistant
Salary:	£market rate
Type:	Fixed Term Contract for Maternity Cover
Department:	Finance/Accounts
Location:	High Wycombe
Report to:	Finance Manager
Benefits:	Private Health Cover

Main Purpose of the Role

Reporting directly to the Finance Manager you will support all accounting activities. Customer related responsibilities will include Sales Invoices, Collections and banking. Supplier related responsibilities will include purchase invoices along with general accounts duties.

Main Responsibilities

1. **Process for Sales Invoices:** Job number & update of "Sales Book". Check Sales Orders paperwork including cost sheet information. Manage communication in handover from Sales rep to purchasing stage; including credit checking; signing off, tackling and resolving any problems or concerns and setting-up on Sage.
2. **Up-Front Invoice:** An Up-Front Invoice is prepared or if nothing is to be invoiced up-front, the Cost Sheet will be filed by Finance Assistant in PENDING until such time as the Invoice is requested to be raised.
3. **Invoice Raised:** The Sales Person will indicate to the Finance team when the Invoice can be sent. You will meet weekly with all divisional administrators to monitor job status' and invoice requirements as the projects progress and reach completion. (Invoices are currently generated using the Job Costing module in SAGE)
4. **Collections:** Monthly Statement raised, Run off the Aged Analysis, Invoice chasing and collections via phone, email and letter.
5. **Banking:** Processing received payments via cheque, BACS, CHAPS, or Credit card. Updating of SAGE Database. Deposits at bank on daily basis.
6. **Purchases:** Manage purchase ledger processing function and allocation of workload between Finance Assistant and Accounts Administrator (part time). To include; reconciliation of delivery notes with invoices and post on SAGE database in the Job Costing Module. Complete hard-copy filing.
7. **Payments:** Administrating payments on Supplier Account, Proforma or credit card.
8. **Expenses:** Monthly reconciling of employee expenses on Credit Card. Reconciling with job allocation, checking against statements.
9. **Time Sheets:** To take over the monthly collation, review and posting of timesheets as appropriate.

Qualification and Experience

We are looking for a person with either the proven skill set or training in a financial role.

Key Skills & Achievements

Required	Desired
Successful candidate must demonstrate the following skills and experience:	Although not required, it would be an advantage to be able to demonstrate the following:
At least 2 years' experience in a Financial role OR a min 2:2 degree level education	AAT qualification Prior experience in an engineering company or role
Attention to detail and methodical in record keeping	Previous experience on SAGE Accounting systems
Flexible working methods; able to react quickly to changes and multi-task under pressure	Knowledge, understanding and interest in the Audio Visual industry.
Excellent financial skills and aptitude with figures.	Experience in an Invoice Discounting environment
Possess excellent interpersonal skills and be able to communicate effectively with people at all levels	
Meticulous and proven organisational skills	

To be considered for this position, please submit a copy of your current CV to info@smartcomm.co.uk, FAO Mr Mark Calder, Finance Manager.