



## Finance Assistant

<b>Department:</b>	Finance
<b>Location:</b>	89 Albert Embankment
<b>Reports to:</b>	Accounts Payable Supervisor

### Summary

- To be a member of a customer facing AP team. To accurately maintain and process, standing orders direct debits and to reconcile relevant bank, petty cash and other control accounts. To be responsible for administrating and processing the charities purchase cards. To assist the accounts payable supervisor with various adhoc duties.

### Key relationships

- Suppliers and bank.
- Internal clients throughout the charity
- Other members of the Finance team, particularly providing support to the Finance Partnering team on specific queries

### Accountable for

- Administration of the charities purchase card scheme providing a responsive and customer facing service to internal clients on any queries. Ensuring expenditure is accurately recorded and in line with policy.
- Liaise with internal clients and business partners to ensure standing orders including rent payments for our 180+ shops and direct debits are up to date, accurate and accounted for.
- Processing Direct Debit payments and ensuring all related invoices have been received and approved and properly accounted for.

- Processing and reconciling petty cash and various other floats and loans held in the charity.
- Reconciliation of designated bank accounts to ensure all transactions are correctly accounted for and reconciled.
- To work with the Accounts Payable Supervisor to ensure the process is as efficient as possible and makes full use of available technology.
- Any other duties as required

## Skills and Experience

Criteria	Essential	Desirable	How assessed
Skills / Abilities	<p>Customer focused, with the ability to see issues from a stakeholder's perspective</p> <p>Ability to communicate financial information to non-financial stakeholders</p> <p>Attention to detail and high level of accuracy</p> <p>Self-motivated</p> <p>Strong Excel Skills</p>		<p>On CV</p> <p>At Interview</p>
Knowledge	<p>Comprehensive understanding of accounts payable and relevant systems &amp; processes</p> <p>Good understanding of bookkeeping and accounting principles</p> <p>Knowledge of key principles and concepts needed to provide strong financial internal controls</p>		<p>On CV</p> <p>At Interview</p>

	Good understanding of the General Data Protection Act		
Qualifications, training and education		Educated to A-Level	On CV
Experience	Experience of working in a medium sized accounts department	Use of Sun and Visions Q&A Experience in using Care Fundraising database	On CV At Interview

## General

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).
- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.