



Job Profile

Job Title:	Finance Assistant
Department/Location:	Office based in Bridgwater
Reports to:	Financial Controller
Staff Responsibilities: N/a	
Hours of work:	Monday to Friday (37.5 hours)

Summary of Position:

This role is primarily concerned with controlling and maintaining all aspects of the Vapormatt Purchase Ledger.

To ensure that all supplier invoices and employee expense claims are appropriately authorised and correctly recorded on Sage, ready for payment in accordance with agreed terms.

Be responsible for maintaining the Purchase Ledger as an accurate and complete record of all expenses that have been incurred by the company and reflects its current liability to its suppliers.

The duties associated with this role are not limited to those listed below and may also not extend to include all those listed below; the scope will be dependent on the capability of the applicant or circumstance of the department and as such the job role may be subject to change.

It should be understood that this position requires handling information of a sensitive and often personal nature. All sensitive information (including all information that could potentially be deemed 'sensitive') is to be kept confidential and not disclosed to any individual who is not a member of the Accounts Department (within the confines of the Data Protection Act, 1998) unless otherwise instructed.

Primary Responsibilities

1	<p>Sales Ledger:</p> <ul style="list-style-type: none"> - Set up new customer accounts on Sage ensuring all data is accurate - Ensure sales invoices raised are properly pushed through to the Sales Ledger from the SOP module - Allocate customer payments onto Sage and notify other Departments within the company for significant machine sales receipts - Raise invoices for agents commission - Raise invoices for machine sales - Raise invoices for machine rentals
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2	<p>Purchase Ledger:</p> <ul style="list-style-type: none"> - Match and check purchase invoices to goods received notes or purchase orders - Obtain authorisation for invoices not linked to a purchase order - Identify queries and liaise with suppliers or internal departments for resolution - Input invoices onto Sage 200 ensuring that the coding and processing is accurate and complies with company requirements and current legislation - Generate payment runs from Sage and check they are correct prior to submitting for authorisation
3	<p>Subsidiary Companies - Vapormatt Guernsey & Vapormatt Inc:</p> <ul style="list-style-type: none"> - Process supplier invoices onto Sage and ensure supplier accounts are accurate by reconciling supplier statements on a monthly basis and resolving queries
4	<p>Barclaycard Statements:</p> <ul style="list-style-type: none"> - Download Barclaycard statements and issue to all cardholders on a monthly basis - Once authorised, reconcile receipts to statements and ensure VAT calculations are accurate - Input transactions onto Sage
5	<p>Employee Expenses:</p> <ul style="list-style-type: none"> - Download employee expense claims from EWA (online system) - Reconcile receipts to expense claims and ensure VAT calculations are accurate - Input expense claims onto Sage and ensure payments are ready for processing
6	<p>Supplier Accounts:</p> <ul style="list-style-type: none"> - Set up Supplier accounts on Sage in accordance with company processes - Ensure supplier account details are accurate - Reconcile supplier statements on a monthly basis ensuring that all discrepancies are resolved quickly
7	<p>Admin duties:</p> <ul style="list-style-type: none"> - General accounts filing - Distribution of daily post - Answer incoming telephone calls including overflow calls from Reception
8	<p>Providing cover within the Finance department as required – particularly when the other Accounts Assistant is on holiday</p>

Note: This job profile is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process.

Personal Specification

	Essential	Desirable
Qualifications & Training	<p>Educated to GCSE level - must have GCSE Maths at Grade C level or above.</p> <p>Good knowledge of Microsoft suite of products, especially Excel.</p>	AAT Level 2
Experience	<p>Proven experience of Cashbook/Credit Control in an accounts environment.</p> <p>Sound understanding of ledger procedures.</p>	Previous experience of SAGE Accounts system.
Qualities and Attitude	<p>Ability to positively participate in a team environment</p> <p>Proactive approach to internal and external customer service</p>	<p>Ability to work to, and sometimes implement, processes</p> <p>Calm and confident manner to handle potentially difficult conversations when performing credit control duties</p>

Competencies

Good interpersonal skills	Problem-solving approach
Assertive	Customer service focus
Effective communicator, on phone, in writing and in person	Logical and Solution focused
Highly numerate and data rationale	

Prepared by

Name:	Helen Brown	Date:	August 2021
Title and/or Department:	Finance Director		