

Job Description

Title:	Finance Assistant – Maternity Cover 1 year
Responsible to:	Assistant Finance Manager
Department Head	Finance Manager
Hours & Salary	P/T 21 hours per week - Salary FTE £25,000pa – pro rata £15,000pa
Job Purpose:	To deliver, and maintain, the smooth running of the day-to-day finance function for Southern Oaks (SO)

Key Responsibilities

Purchase Ledger Management

- Ensure correct coding, approval and timely processing of all supplier invoices.
- To complete regular Credit Card reconciliations against staff expenditure and Supplier Statement reconciliation.
- Prepare and process weekly payment runs.
- Complete monthly supplier and control account reconciliations
- Dealing with telephone calls from suppliers relating to requests for payment and general queries.

Sales Ledger Management

- Raise sales Ad Hoc sales invoices to support the Assistant Finance Manager
- Raise Go cardless payments

Other duties

- Support our internal POS system.
- Create and maintain stock records for shop, bar & restaurant.
- Perform ad hoc analysis, cost investigation and reporting from Business Central
- Attend meetings as required.
- Ensure all record keeping complies with the terms of the Data Protection Act (2018)
- Ensure SO policies and procedures are always adhered to.

Southern Oaks

Southern Oaks Nonsuch, Old Schools Lane, Ewell, Epsom, Surrey KT17 1FL | 020 8394 0050 | enquiries@southern-oaks.org

Registered Charity No. 247308

Company No. 734705. VAT No; GB 275 180 790. Registered in England and Wales

Regulator of Social Housing. H1185

Expected Outcomes

- All tasks follow the correct process and completed in a timely manner
- Financial transactions are in accordance with GAAP, HRA and other regulatory bodies as well as SO financial regulations
- Invoices are well managed and processed to comply with payment terms
- Supplier and Customer queries are minimised and responded to efficiently

CANDIDATE PROFILE

Essential requirements:

- Highly developed interpersonal skills, with the ability to communicate effectively with a range of stakeholders: residents, trustees, volunteers, suppliers, council officers etc.
- Excellent Excel and Word skills, proficient with SharePoint and other Microsoft products
- Excellent level of numerical, literacy and analytical skills
- Able to work equally well independently and as part of a team.
- Good organisational skills with attention to detail
- Problem solver who seeks to improve performance, efficiency and effectiveness.
- Self-starter with proactive approach
- Excellent relevant qualifications at GCSE and A level or equivalent
- Training will be given on systems

Desirable but not essential requirements:

- Book-keeping experience: maintaining sales and purchase ledgers.
- AAT qualified or equivalent
- Experience of working with established office procedures and systems
- Experience of using Business Central
- Experience of working for a registered housing provider or similar
- Experience of translating financial data to non-finance personnel
- Experience of working with older people

Signed employee.....

Signed employer.....

Date

Date.....

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