## JOB DESCRIPTION

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| **JOB TITLE** | Finance Assistant |
| **DURATION** | Permanent / 37.25 hours per week |
| **SALARY** | £16,500 TO £17,500 (depending on experience) |
| **COMPANY** | Crescent Purchasing Ltd |
| **RESPONSIBLE TO** | Business Services Supervisor |
| **RESPONSIBLE FOR** | N/A |
| **LOCATION** | Initially - Technology House, Lissadel Street, Salford, M6 6AP  Potential relocation to other premises in the surrounding area within 12 months. |

# STATEMENT OF JOB PURPOSE

Working as part of the Business Services team, responsible for providing a full and professional financial support service to all customers and partners of Crescent Purchasing Consortium.

Working under the supervision of the Business Services Supervisor you will be responsible for sales ledger and credit control function and providing administrative assistance and support to other members of staff as required.

# MAIN DUTIES AND RESPONSIBILITIES

**Key Finance Duties and Responsibilities**

* Producing and issuing statements to suppliers / members for outstanding debt in a timely and accurate manner.
* Chasing overdue invoices and escalating outstanding debt as appropriate to the Business Services Supervisor.
* Checking CPC/Intend quotes awarded by members against spend reported by suppliers and also chase up quotes raised not awarded with members.
* Working with suppliers / members to resolve errors and where necessary producing and issuing credit notes.
* Provide support to the Business Services Supervisor in the collection and verification of spend data from CPC suppliers and raise invoices as required.

**Admin Support Duties and Responsibilities**

* Working in conjunction with other staff, process documents associated with any appropriate CPC system.
* Assist with filing and organisation of records as required, including the creation, review and maintenance of related new or ongoing procedures and documentation.

**Other Duties and Responsibilities**

* Ensure adherence to all relevant legislation and internal financial regulations.
* In conjunction with the helpdesk staff act as receptionist to CPC for all visitors.
* Provide administrative support and assistance to the organisation under the direction of the Business Services Supervisor as required.
* Become proficient in the use of the Customer Relationship Management (CRM) software.
* Undertake other duties as prescribed by the Business Services Supervisor or Senior Management Team.

# PERSON SPECIFICATION

**Essential Requirements**

* 5 Grade A-C GCSEs (including English & Maths) or Degree level preferably within finance and accounting.
* Hold or be working towards a finance qualification (AAT) is desirable.
* A minimum of 6/12 months working within an accountancy / credit control.
* A good understanding of Sage Accounting or other financial software.
* Proficiency in Microsoft Office and the input and retrieval of information from a database and Excel.

**Personal Requirements**

* Must have excellent organisational skills and the ability to work independently without supervision when necessary.
* Self-motivated and enthusiastic about learning and gaining a deeper commercial understanding of how businesses operate from an accounting perspective.
* Must have a good telephone manner, excellent verbal communication skills and a calm and patient manner.
* Customer focused and be able to handle numerous queries using tact and diplomacy when dealing with customers.
* Must be prepared to work as part of a team using practicality and innovation to resolve financial, procedural and processing problems. Evidence of experience in working as part of a team is essential.
* Flexible, with the ability to pick up tasks quickly and efficiently whilst working accurately with a high level of attention to detail.
* Must be willing to undertake further training or educational courses/ Continuous Professional Development as is deemed applicable and appropriate to the support and development of CPC.

**Disclaimer**

The job duties, elements, responsibilities, skills, functions and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. The Job Description will be reviewed annually as part of the performance review process and Crescent Purchasing Ltd reserves the right to revise this job description at any time.

**Crescent Purchasing Ltd is an Equal Opportunities Employer and committed to Equality and Diversity.**