

Job Profile
Finance Assistant

Job Purpose: To provide assistance to support financial data input, payroll, cash control, debtor and creditor administration and performance management across the BALTIC group of companies.

Key Outputs and Accountabilities

To process all creditor, debtor, and administration in line with established procedures and financial regulations.

Assist with maintaining accurate records of cash.

Assist with the proper administration of Petty Cash

To assist with the reconciliation of the Company's bank accounts

To collate information to support the monitoring of performance indicators.

To maintain the financial archive.

To maintain an effective and developing knowledge to support the application of the Sage accounting software.

To ensure all cash / safe keys held in the building are secure and accounted for in line with BALTIC procedures.

To deal with queries from creditors and debtors.

To assist the Finance Manager in the training and induction of staff into financial procedures.

To undertake filing as required.

To undertake other reasonable duties as directed by the Finance Manager and/or Head of Finance.

Person Specification

Office based.

Full time 22.5 hours per week

Essential

Experience of working with Sage/Cloud financial software, or comparable accounting packages.

At least 1 years' experience in a finance role

Experience of financial data processing.

Positive, resilient attitude

Approachable

Effective team player

Good communication skills.

Experience of using Microsoft Office and advanced skills in Excel.

Ability to juggle multiple priorities and work to deadlines, along with an ability to work under own initiative.

Desirable

Attained, or working towards AAT qualification.

Reports to: Head of Finance

Direct reports: None

Pay Band: F