

Finance Assistant – Job description, responsibilities and personal specification Trade Association

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| Hours | 20 per week |
| Responsible to | Operations Manager |
| Based at | Office based, with some home working optional |

Principal function

This is a post in an expanding team under the management of the Operations Manager.

The post holder fulfils a key support role within the finance team of BPCA and its subsidiary, Trade Associations Services Limited. They'll work closely with and in support of the Finance Officer and Operations Manager.

All members of the BPCA Staff team are expected to adhere to the values and behaviours of the Association.

Key responsibilities

Day to Day

- Bank reconciliations
- Credit control
- Maintaining accurate purchase ledgers: supplier accounts, payment and processing of invoices
- Managing the process of staff expense payments and staff credit card documents ensuring accurate and timely postings to the nominal ledger
- Calculating accruals and prepayments
- Management of petty cash

Reporting

- KPI reports pertinent to role

The above list is not exhaustive. The job holder may be asked to carry out such other duties within their capability as may be required from time to time.

Quality and service improvement

The postholder will be required to focus on quality and continuous service improvement. Quality for BPCA means 'Fit for purpose'; the processes we follow, and products and services we deliver should all be suitable for their intended purpose. Our approach should be "right first time"; mistakes should be eliminated.

Each employee of BPCA has a responsibility to monitor and propose changes which improve BPCA processes, products, work ethics and the environment to deliver:

- Closer and more productive relationships with our customers
- Long term service improvements rather than quick fixes
- Cost savings
- Elimination of wasted time and effort.

Essential skills

- Relevant experience
- Accuracy and strong attention to detail
- High level of competency in SAGE and Excel
- Competent with CRM systems
- Strong communicator
- Proven organisational and time management skills
- Excellent problem solver
- Strong ethics, with an ability to manage confidential data
- Ability to work confidently as part of a team or individually

Desirable skills

- Relevant bookkeeping or accountancy qualification

The package

A basic salary of up to £21k pa. (pro rata)

Additional benefits:

- Annual bonus scheme (non-contractual)
- Pension scheme (after a qualifying period)
- 22 days holiday plus public holidays (pro-rata)
- Excellent working conditions