

JUNIOR FINANCE ASSISTANT

Job Description

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment.

1. JOB DETAILS

Job Title: Junior Finance Assistant
Reports to Finance Assistant

Department: LAW Glasgow Office

2. OVERALL PURPOSE OF THE JOB –

The post-holder is responsible for effective book-keeping and financial administration under the supervision of the Finance Assistant, and, in conjunction with other members of the administration team, general administration and telephone duties as required. This is a great development opportunity for a keen and willing candidate.

3. PRINCIPAL ACCOUNTABILITIES (following training and induction period) –

1. Book-keeping

1. Maintaining the sales and purchase ledgers in the company's accounting package, currently Sage accounts 2016.
2. Preparing and issuing company cheques on receipt of payment instruction and authorisation.
3. Issuing VAT schedules to clients.
4. Administration for main company credit card.
5. Check, process and pay staff expenses.
6. Supplier BACS payment runs on a fortnightly basis.
7. Administration of petty cash.

2. Insurance Administration

1. Administration of Employment Practices Liability Insurance documentation for insured clients.

3. Company IT and Facilities

1. Assisting with cost base management for all contracts and equipment as requested by the finance or admin team.

4. General Office Duties

1. In conjunction with the rest of the administration team, to provide professional and efficient telephone support for incoming calls to the switchboard and advice line.

2. Ensure professional assistance is given to all callers and that calls are directed as appropriate.
3. Following up of any tasks as a result of incoming calls and ensuring effective communication with colleagues
4. To undertake routine filing, photocopying and administrative duties including raising IT tickets when absence cover is required
5. To work closely and supportively and, communicate openly with other members of the wider company.

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

4. JOB CHALLENGES AND PROBLEM SOLVING –

The post holder will have experience of managing own workload with excellent time management skills as the role requires constantly working to deadlines. Overall a pro-active approach is necessary as at times the role involves working on own initiative.

5. ADDITIONAL COMMENT –

This role may involve occasional travelling to and attendance at meetings in Edinburgh or other locations. The job holder will therefore be required to be flexible in approach and to travel as required.

PERSON SPECIFICATION

6. QUALIFICATIONS – ESSENTIAL/DESIRABLE

Essential
1. Higher grade Maths or equivalent
2. Standard grade English or equivalent
Desirable
3. Relevant accountancy qualification (HNC/HND)

7. EXPERIENCE - ESSENTIAL/DESIRABLE

Essential
1. Excellent command of Microsoft packages with particular experience in Excel and Word
2. Book keeping and accounting knowledge
Desirable
3. Experience of using Sage Accounts package
4. Experience of working in a similar environment

8. PERSONAL CHARACTERISTICS/COMPETENCIES - ESSENTIAL/DESIRABLE

Essential
1. Strong interpersonal and communication skills, both written and oral
2. Ability to work to tight deadlines and to effectively prioritise workload
3. Excellent attention to detail
4. Excellent time management and organisational skills
5. Professional telephone manner
6. Ability to work on own initiative and as part of a team