

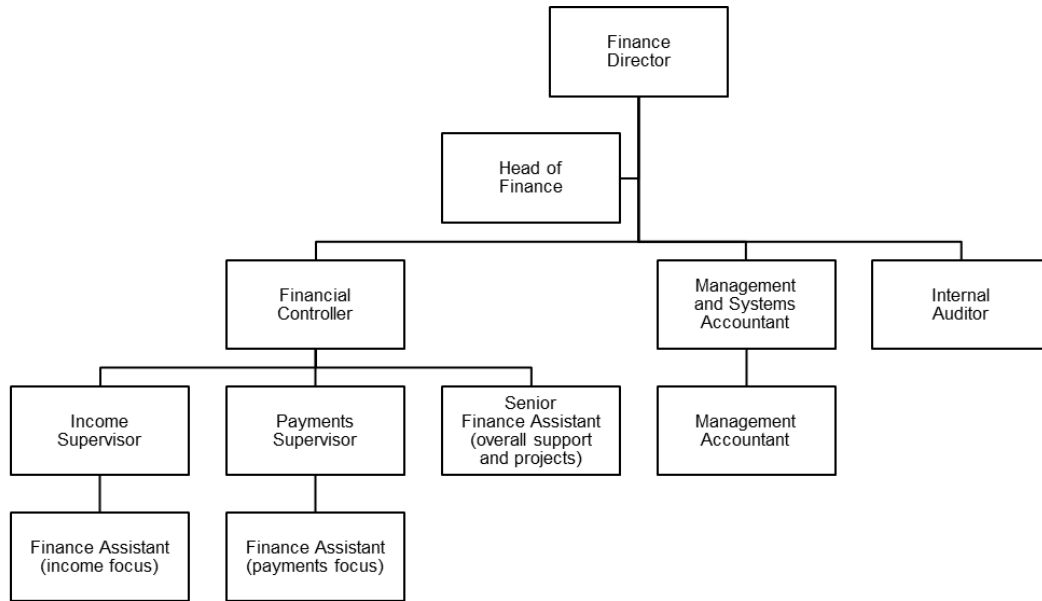


### ITF - Finance Assistant (income support) – Job description

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| <b>Job Title</b>   | Finance Assistant (income support) (D1) |
| <b>Department</b>  | Finance                                 |
| <b>Reports to</b>  | Income Supervisor                       |
| <b>Direct reports(if any)</b>  | None                                    |
| <b>Other management responsibilities e.g. value of budgets/assets managed, external resources/contractors</b>  | None                                    |
| <b>Background</b>  |   |
| Following consultation, and review by the new Finance Director, a new structure has been introduced to support the current and future needs of the ITF, to manage the high volume of transactions, cross job training and resilience.  |   |
| <b>Main Job Purpose:</b>   |   |
| To process the daily transactions of the finance department, requiring accurate input and verification of data. Support the Income Supervisor, with daily, month end, quarter end and year end routines. Provide cover for the Finance Assistant (payments support).   |   |
| <b>Main Responsibilities</b>   |   |
| <ul style="list-style-type: none"> <li>• Support &amp; prepare</li> <li>• Support the Income Supervisor with the processing of transactions relating to income</li> <li>• Budget holders and end-users relationships</li> <li>• Customers relationships relevant to transactions and role</li> <li>• Accounting and control relating to income</li> <li>• Support the Income Supervisor with year end and month close</li> <li>• Balance sheet reconciliations relating to income (a subset of as agreed with the Income Supervisor)</li> <li>• Support the Income Supervisor with accruals, prepayments and other adjustments</li> <li>• Income, balance sheet and other transactions</li> <li>• Support the Income Supervisor with debtor analysis, and issuing statements and reminders</li> <li>• Daily monitoring of income inbox and other correspondence</li> <li>• Banking and other transactions</li> <li>• Bank cheques and cash receipts</li> <li>• Daily cash monitoring relating to income, including downloading receipts for processing, checking for returned payments</li> <li>• Download bank income reports, and upload to the customer relationship database</li> <li>• Download bank remittance advices</li> <li>• Support the Income Supervisor with unallocated cash monitoring and management</li> <li>• Support the Income Supervisor with money gram monitoring, management and banking</li> <li>• Support the Income Supervisor with resolving income queries, including affiliation and maritime income</li> <li>• Support the Income Supervisor with annual and new affiliation fee sales invoicing, and adjustments</li> <li>• Support the Income Supervisor with non-affiliate sales invoicing</li> <li>• Analyse and set up refunds and credit notes, including maritime refunds</li> <li>• Scanning and filing of documents</li> <li>• New requirements and arrangements relating to Finance Assistant (income focus) role</li> <li>• Ad hoc reporting and projects</li> <li>• Resilience, cover for and cross-training with the Finance Assistant (payments focus) role, including, transactions, payments, accounting, control, month close, balance sheet reconciliations, expenses, corporate credit cards, cash passports, banking and cash monitoring, in relation to payments</li> </ul> |   |

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| <ul style="list-style-type: none"> <li>• Resilience and cover for other roles in finance team</li> <li>• Support the Income Supervisor and finance team, including working closely with the Management Accountant</li> <li>• Ad hoc support to the finance team</li> <li>• Other tasks as reasonably required to ensure a finance department that is compliant with governance requirements</li> </ul>   |
| <p><b>Decisions</b></p> <ul style="list-style-type: none"> <li>• Decide how to prioritise the daily routines to ensure completion of tasks to deadlines.</li> <li>• Decide what queries in the routine tasks need to be referred up for verification.</li> <li>• Determine which accounts are the correct ones to allocate payments to.</li> </ul>   |
| <p><b>Complexity</b></p> <ul style="list-style-type: none"> <li>• Routine but many and varied tasks requiring flexibility, attention to detail, organized and methodical working.</li> <li>• Understanding of how the information should be recorded in the systems to produce valuable data when reporting from those systems.</li> <li>• Using customer relationship database and liaising with maritime and membership teams to identify and allocate income.</li> </ul>  |
| <p><b>Contacts</b></p> <ul style="list-style-type: none"> <li>• Routine communications with affiliates and suppliers relating to invoicing and receipts of payments.</li> <li>• All ITF global administrations teams in responding to routine queries regarding receipts and payments.</li> <li>• Close working with maritime and membership teams for identification, allocation and processing of income.</li> <li>• Close working within the finance team by sharing workloads supporting colleagues with fluctuating workflows.</li> </ul> |
| <p><b>Other important requirements of the job not covered above e.g. requirement to communicate in a language other than English</b></p> <ul style="list-style-type: none"> <li>• Readiness to undertake training when required.</li> <li>• Respect for confidential and sensitive data.</li> </ul>  |

**Organisation chart**



**PERSON SPECIFICATION**

|   | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>  |
|---|--|---|
| <b>Education level, qualifications or equivalent</b>            | <ul style="list-style-type: none"> <li>• Good level of general education</li> <li>• Numerate and analytical</li> </ul>   | <ul style="list-style-type: none"> <li>• Studier, or part-qualified, or an interest or experience in finance</li> </ul>   |
| <b>Knowledge, experience and technical skills</b>               | <ul style="list-style-type: none"> <li>• IT literate - Working knowledge of Excel and Word</li> </ul>  | <ul style="list-style-type: none"> <li>• Knowledge of double entry bookkeeping.</li> <li>• Understanding of how to reconcile accounts.</li> <li>• Knowledge of accounting software</li> </ul> |
| <b>Personal attributes/skills</b>                               | <ul style="list-style-type: none"> <li>• Team player</li> <li>• Accurate and methodical</li> <li>• Flexibility to aid the fluctuating workflows</li> <li>• An understanding of trade unions and committed to social justice</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to work on own initiative within established guidelines and deadlines</li> </ul>   |
| <b>Practical requirements e.g. hours, requirement to travel</b> |  |   |