



JOB DESCRIPTION

Job Title	Finance Assistant (Payments support) (D2)
Department	Finance
Reports to	Payments Supervisor (PS)
Direct reports	N/A
Other management responsibilities	N/A
Main Job Purpose:	
<p>The Finance Assistant role exists to support the Payments Supervisor and helps to ensure that the organisation's financial commitments are settled in timely manner, are accurately recorded and reconciled. The role also supports the Payments Supervisor, with daily, monthly, quarterly and year-end routines.</p>	
Main Responsibilities	
<p>Support & prepare</p> <ul style="list-style-type: none"> • Support the PS with the processing of high volume, multi-currency transactions • Maintain and establish positive internal relationships • Develop and maintain relationships with key third party contacts, such as suppliers and banks • Accounting and control relating to expenditure • Support the PS with year-end and month end routines • Balance sheet reconciliations relating to expenditure (a subset of as agreed with the Payments Supervisor) • Accruals, prepayments and other adjustments • Expenditure, balance sheet and other transactions • Support the PS with creditor analysis and reconciling supplier statements • Daily monitoring of payments inbox and other related correspondence • Payments, expenses and new supplier authorisation, including setting up bank priority payments, and BACS payment runs, as well as accounting for these transactions • Purchase ledger processing, including purchase invoices and purchase orders • Support the PS with corporate credit card, cash passport management, transactions and accounting • Travel, expenses and supplier transactions and accounting • Banking and other transactions • Daily cash monitoring relating to expenditure • Support the PS with resolving payments queries • Support the training of new staff and interns in relations to purchase ledger procedures • Scanning and filing of documents • Providing assistance with creating forms and documents • Ad hoc reporting and projects • Responsibility for the ITF Seafarers' Trust purchase ledger function • Support the PS and finance team, including working closely with the Management Accountants team • Assuming responsibility for the payments function, when PS is out of the office • Intercompany & bank reconciliations • Ad hoc support to the finance team • Other tasks as reasonably required to ensure a finance department that is compliant with governance requirements 	



PERSON SPECIFICATION

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

Graded April 2019

Organisation chart

