

## JOB DESCRIPTION

<b>Job Title</b>	Finance Assistant
<b>Job Reference Number</b>	YT2639
<b>Closing Date</b>	Tuesday 28 July 2026
<b>Interview Date</b>	Friday 7 August 2026
<b>Location</b>	Hybrid Working – Office and Home
<b>Pay Band</b>	Band 3, £26,668 - £29,877 per annum (pro-rate for part time)
<b>Hours of Work</b>	18-20 hours per week
<b>Accountable To</b>	Head of Financial Planning
<b>Accountable For</b>	Not Applicable
<b>Special Conditions</b>	<p>The post-holder is expected to be flexible to ensure that the needs of the business are met at all times and evening, weekend and Bank Holiday working will be required as directed by the service. All positions are subject to a DBS Check appropriate to the role.</p> <p>Fixed Term until October 2027</p>

### 1. PURPOSE OF THE JOB

The purpose of the job is to provide a professional, efficient and high quality service to customers of Your Trust. This includes being the first point of call for all creditor and debtor enquiries from both internal and external customers, the preparation and processing of invoices, reconciliation work and the provision of accurate and timely financial information.

### 2. DUTIES AND RESPONSIBILITIES

- a) To provide support in the delivery of an effective and efficient financial processing service, as directed;
- b) To contribute positively to the effective operation of the team;
- c) To prepare and process creditor invoices for payment;
- d) To create new debtor accounts and raise debtors invoices;
- e) To input Treasury Deposit income of the company on the financial system;
- f) To undertake reconciliation work in a timely and accurate manner and to take appropriate action to ensure that the integrity of certain key financial systems is maintained;

- g) To maintain effective filing systems (manual and electronic) for all financial records including Treasury Deposit slips, purchase invoices, debtors invoices and bank statements;
- h) To process journals onto financial system;
- i) To maintain accurate records of credit card expenditure by Your Trust card holders and to enter the details onto the financial system on a regular and timely basis;
- j) To use XN / Spektrix invoicing and manage bookings on XN and Spektrix

### 3. ADDITIONAL DUTIES

- a) Data Quality - To ensure that Your Trust policy and procedures in respect of GDPR and Data Quality are adhered to consistently and at all times in respect of any data collected or used in the planning and delivery of services.
- b) Equality & Diversity - To work in accordance with Your Trust policy and procedures relating to the promotion of equality and diversity and to ensure that these are effectively and pro-actively applied in the delivery of all facilities and services.
- c) Health, Safety and Welfare - To be responsible for the health, safety, and welfare of self and other persons who may be affected by job holder's actions or omissions whilst at work. Additionally, be responsible for maintaining and implementing the requirements of the Health and Safety at Work Act and for the execution of any duties and responsibilities attached to the job within the company's health and safety policy and procedures. A high standard of personal hygiene and personal presentation is required at all times.
- d) Performance Management - To promote and practice a performance management culture within all facilities and services, including the setting and achieving of team and individual performance targets and the implementation of robust monitoring, evaluation and reporting systems.
- e) Relationships - To promote positive working relationships with all internal and external parties ensuring adherence to the Customer Charter and Staff Code of Conduct.
- f) Training and Development - To participate in any training initiatives in relation to the duties of the post and ensure that personal qualifications are kept valid via attendance on training as provided by the service as reasonably practicable.

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## PERSON SPECIFICATION

### Note to Applicants

The **Essential (E)** criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job.

The **Desirable (D)** criteria are used to help decide between candidates who meet all the Essential criteria.

If the **Identified By** column says **Application Form (A)** you must include in your application information to show how you meet the criteria using examples from paid/voluntary work or Education. If the column says **Interview (I)** this will be discussed at this stage.

Qualifications and Experience	Essential / Desirable	Identified By
Qualified to Level 3 in a relevant subject or qualified by experience	E	A / I
Experience of working in a finance role eg Accounts Payable	E	A / I
Experience of dealing with internal and external customers	E	A / I
Experience of working to a high degree of accuracy and working in accordance with policies / procedures	E	A / I
Experience of double entry book keeping	E	A / I

Skills and Knowledge	Essential / Desirable	Identified By
Proven ability to develop positive relationships with stakeholders, partners and members of the public including effective management of compliments and complaints	E	A / I
Knowledge of computerised finance systems eg Civica	E	A / I
Knowledge of computerised E-Procurement systems	E	A / I
Excellent level of numeracy and literacy skills	E	A / I
Ability to handle and reconcile cash	E	A / I
Ability to use own initiative and co-ordinate multiple tasks to ensure smooth delivery of the service	E	A / I
Friendly, outgoing person who likes to work with different colleagues and clients	E	A / I
Engaging and enthusiastic communicator, able to adapt their approach for different audiences	E	A / I
Ability to work within a team with common objectives with a can-do attitude, a high degree of flexibility and the ability to respond proactively	E	A / I
Excellent communication; both oral and written and excellent interpersonal skills	E	A / I
Excellent IT skills (Word, Excel, Outlook)	E	A / I
Excellent time management skills	E	A / I

Special Working Conditions	Essential / Desirable	Identified By
Able to work flexibly including evenings, weekends and Bank Holidays	E	A / I
Demonstrate commitment to Your Trust Values of Care, People Focussed, Inclusive and Excellence	E	A / I
High standards of personal presentation and appearance	E	A / I
Full UK driving licence or ability to travel around the Borough	D	A / I

<b>Post Holder Name</b>	
<b>Post Holder Signature</b>	
<b>Date</b>	

Version: April 2024

Completed By: Head of Accounting & Financial Control