

Chartered Banker

The Chartered Banker Institute is the only professional banking institute in the UK. We are an educational charity, established by Royal Charter. We are the only body in the world able to confer the status of Chartered Banker to suitably qualified individuals. Throughout our existence we have driven an agenda of ethical professionalism. We are committed to promoting professional standards for bankers, providing professional qualifications for retail, commercial and private bankers in the UK and overseas, and offering professional membership to qualified individuals. www.charteredbanker.com

ROLE PROFILE

Job Title:	Finance Assistant
Reports To:	Head of Finance
Hours:	Part time– 21 hours per week (flexible on days)
Location:	Flexible

Job Purpose:

Assist the Head of Finance and full time Finance Assistant with the efficient running of the Finance team, including taking responsibility for day-to-day processing activities.

Duties & Responsibilities:

- Sales ledger invoicing and control;
- Purchase ledger invoicing and control;
- Assist with Preparation of year end schedules and full support to year end auditors;
- Assisting with the preparation of monthly management accounts;
- Prepare month end accruals, prepayments and selected balance sheet reconciliations;
- Complete bank reconciliations in an accurate and timely manner;
- Assisting the Head of Finance with budgeting & forecasting activities;
- Contribute to the review and improvement of financial processes and procedures;
- Run the monthly payroll when cover is required;
- Ad-hoc management reporting requests;

Qualifications, Skills & Experience:

The job holder requires to have:

- At least 3 years' experience in a finance role;
- Experience of using Microsoft Office, particularly Excel;
- Experience of CRM (Microsoft Dynamics or similar) would be advantageous;
- Strong written and verbal communication skills are essential.

Person Specification

- Strong planning, organisational and administrative skills;
- Ability to solve problems and troubleshoot;
- The ability to build and maintain effective relationships with colleagues;
- Competent user of Microsoft Office;
- Self-motivated, with proven ability to work effectively when unsupervised and/or under time constraints;
- Exceptional attention to detail and accuracy.

Champions our Core Values by demonstrating:

- **Excellence** – ability to manage a diverse workload and prioritise accordingly. Strong attention to detail and accuracy and consistently produces a high standard and volume of work within agreed timescales.
- **Innovation** – strong ability to problem solve and troubleshoot. Adopts a constructive and positive approach to influence others.
- **Integrity** – Is self-motivated, with proven ability to work effectively under time constraints. Can prioritise and organise own workflow on a daily basis and determine when it is appropriate to seek direction.
- **Collaboration** – excellent communicator with a proven ability to build, maintain and influence effective relationships with colleagues and stakeholders. Competent in responding proactively to direction from colleagues in the immediate and wider teams.