



Finance Assistant Payables

Reports to: Payables and Receivables Supervisor

Responsible for: N/A

You will be a key member of the finance team who strives to provide excellent customer service that others aspire to. Working with the Payables and Receivables Supervisor you will work with others to deliver a service that puts tenant and leaseholders at the heart of everything we do and deliver on excellent customer satisfaction.

What we need you to do:

- Ensure that the procedures of the finance function are understood by the business
- Undertake with the agreed timescale the required reconciliations with the supporting audit evidence. This includes the cashbook
- Prepare as part of monthly reporting timetable income and expenditure adjustments, these include accrued / deferred income, and accruals and prepayments
- Process in accordance with our the expenses policy the monthly payroll expenses
- Provide support in the management of our suppliers and the processing of their invoices to ensure that correct payments are made in a timely fashion
- Contribute to the other areas of the finance team activities
- Build effective relationships which reflect our values of partnership, respect and pride
- Embrace opportunities that arise within a growing area of the business

Where you have come from:

- A business or organisation where you have gained experience from working as part of an efficient finance team.
- A role where you have delivered an excellent finance service to all stakeholders
- Ideally a place where you worked closely with tenants and leaseholders.
- A service delivery environment where you have been committed to promoting equality and diversity.



What our teams will see in you:

- A person who is very well organised and methodical
- Someone who demonstrates initiative and has the ability to work on their own
- Someone who is really clever and has a real knack for problem solving
- A person who leads by example and personally demonstrates organisational values and expected behaviours
- A person who can communicate effectively when dealing with difficult situations
- A person who demonstrates high standards of customer service
- An excellent team player who contributes towards the team achieving its goals
- Someone who enjoys working in a fun team

As a person, you will have:

- Payables experience
- Experience of reconciliations
- Proven experience of managing effective and positive relationships
- Be easy approachable and listening
- Confidence in challenging
- Strong communication skills
- Robust analytical and numerical
- An ability to think creatively
- Enthusiasm and a 'can do' attitude
- Demonstrate initiative and have the ability to work on your own
- Be an excellent team player who contributes to the team achieving its goals
- A full UK driving licence and access to a vehicle
- Committed to their continuous learning