



Gangmasters & Labour Abuse Authority

Finance Assistant

Summary of the role

To be part of a team that provides a complete finance service to the whole of the organisation, addressing all issues of a finance nature and providing all relevant information to meet internal and external demands.

Responsibilities

- Provide financial support to team members and resolution of finance related queries
- Input accounting data onto spreadsheets and accounting system with speed and accuracy
- Preparation of spreadsheets, reports and correspondence as required
- Adhere to the organisation's financial policies and procedures
- Purchase ledger
- Sales Ledger
- Bank Reconciliations
- Undertaking any other duties as considered reasonable which could include
 - Dealing with requests from sponsor body
 - Payroll function
 - Pension data
 - Audits

Knowledge and Skills

Essential

- Basic understanding of accounting processes and procedures
- Good analytical ability
- Good problem solving ability
- Able to respond effectively to changing priorities

Desirable

- Experience of Sage200 preferred but not essential
- 5 GSCE (Grades A-C) or equivalent qualifications/experience
- Experience of working within a finance department

- Excellent IT and keyboard skills especially spreadsheets
- Knowledge of finance functions including purchase and sales ledgers
- Excellent organisational skills with ability to plan and prioritise work
- Works well under pressure and to tight deadlines
- Attention to detail
- Excellent communication and influencing skills, verbally and in writing and to fulfil all aspects of the role with confidence through the medium of English.