

# Job Description – Finance Assistant

---

## Job Purpose

To assist the Finance Transactions Supervisor to deliver an effective, efficient and robust financial management to support the operations of KTN Limited. Assisting with improving processes, policies and maximising relationships with stakeholders, both internal & external.

**Reporting to:** Finance Supervisor

**Grade:** Coordinator Level 1

**Salary:** £20,965-£24,110 pa (depending on experience)

**Location:** KTN Harwell Office. Travel to other KTN locations as required.

## Key accountabilities

- Ensuring all transaction processing is accurate & timely and in line with KTN Ltd policies
- Assisting with the improvement of KTN Ltd financial processes, procedures and controls
- Maximising relationships with internal & external stakeholders

## Job responsibilities

### *Finance Function - General*

- Ensure tasks and deliverables are produced in line with the agreed finance timetable
- Assist with claim preparation, commercial income, including EU projects
- Ensure all financial documents are stored appropriately and available for audit/inspection as required
- Journal preparation & processing
- Support Finance team during busy times and provide absence cover if required
- Support the Finance Transactions Supervisor and Finance Manager with other activities that may be required

### *Transaction Processing – Bank*

- Upload bank transactions onto the finance system
- Reconcile bank account daily within the finance system
- Assist in updating the cashflow statement

### *Sales Ledger*

- Ensure that all sale invoices are raised accurately and timely and in line with KTN Ltd policies
- Ensure debtors are settled within agreed payment terms
- Assist the routine credit control and work with the Finance Supervisor to resolve issues
- Assist with contract and financial year reconciliations

### *Purchase Ledger*

- Set up supplier accounts and maintain contracts
- Raise purchase orders in line with KTN Ltd policies
- Ensure that all purchase invoices are processed accurately and timely
- Assist with contract and financial year reconciliations

### *Expenses*

- Process cash expenses in line with KTN policies, ensuring staff are reimbursed accurately & timely
- Process and reconcile credit card expenses in line with KTN policies, raising any issues with Finance Transactions Supervisor

### ***Performance Management***

- Manage workload efficiently and effectively.

### **Experience and qualifications**

- Studying towards recognised Professional Accountancy Qualification (AAT/ACCA/CIMA/ACA)
- Finance background with good finance and administrative skills

### **Competencies and Attributes**

- Sound financial and office management skills are required along with the ability to communicate well with people at a variety of different levels
- Highly numerate and analytical
- Excellent communication skills, both written and verbal.
- High levels of IT literacy overall and advanced Excel skills.
- Self-motivated and strong team player with drive to continue own development at work and within studies
- Positive 'can do' attitude with flexibility to work in a fast-paced environment with seasonal pressure points