



Job title	Finance Assistant
Department	Finance
Grade	B
<p>The purpose of this role is to work alongside the current Finance Assistant (Sales Ledger) within the Finance Team, you are responsible for the day-to-day control (data entry and reconciliation) of the main Ledgers.</p>	
<p>Key responsibilities</p> <ul style="list-style-type: none"> • Matching, coding and posting supplier invoices to the system ensuring quality of information, accuracy and integrity • Inputting Purchase Ledger transactions on a timely basis to assist with the monthly production of the management accounts. • Proactively liaising with suppliers to ensure ledgers are accurate and issues are addressed • Maintain good supplier relations • Hold regular meetings with different teams to resolve queries • Supplier statement reconciliations to Ledger accounts • Preparation of Payment Runs • Allocating Direct Debit payments to Ledgers daily • Request copy invoices from suppliers as required • Monitoring and dealing with emails • Regular monitoring of Aged Creditors • Supplier account maintenance • Maintain strong working relationships with other teams to foster an environment that strengthens the core of Dunsters Farm • Sales Ledger duties as required • Filing and general admin duties • Undertake ad-hoc tasks to support the wider business as required • Develop self and suggest improvements to the service you deliver by gaining knowledge through continued professional development and further study. • Hitting set targets and reviewing regularly • Helping improve and automate finance and purchase ledger processes with IT & Systems Team. 	
<p>Skills & Experience required</p> <ul style="list-style-type: none"> • GCSE standard passes including Maths and English, or equivalent. • Book-keeping and Ledger experience an advantage. • AAT or working towards. 	