

## Job Description

<b>Job Title:</b>	Finance Assistant
<b>Division:</b>	Midlands
<b>Reports to:</b>	Commercial Manager

<b>Overall Purpose</b>
Processing subcontract applications and maintenance of subcontract ledger, statement reconciliations, sales invoices, and debtor queries

<b>Key Tasks / Activities / Responsibilities</b>
<p>The duties and responsibilities listed below are representative, but not exhaustive of the role. There may be some variation and/or development of these duties and responsibilities without changing the general nature of the post:</p> <ul style="list-style-type: none"> <li>• Verify, check and post weekly sub-contractor applications.</li> <li>• Ensure that VAT treatment is correctly applied to the application based on the project and trade provided.</li> <li>• Liaise with subcontractors and surveyors with regard to payment queries.</li> <li>• Issue subcontractor remittances and payments weekly.</li> <li>• Perform monthly subcontractor statement reconciliations.</li> <li>• Process monthly CIS return to HMRC and issue Statements of Deductions to subcontractors.</li> <li>• Ensure the rules surrounding CIS are adhered to throughout the company.</li> <li>• Process monthly PAYE and CIS payment.</li> <li>• Liaise with external 3<sup>rd</sup> parties such as HMRC.</li> <li>• Scan and file purchase ledger invoices.</li> <li>• Code, enter and match purchase ledger invoices to purchase orders.</li> <li>• Manage the invoice workflow process and check the accuracy of returned invoices from the scanning company.</li> <li>• Check purchase ledger invoice before posting into the financial accounts.</li> <li>• Chase up invoices supplied without order numbers.</li> <li>• Support others within the Finance department when necessary.</li> <li>• Ensure weekly subcontract payments are processed accurately in timely manner and all completed documentation is gathered.</li> <li>• Ad-hoc duties.</li> </ul>

## Person Specification

### Key Knowledge

- Purchase ledger
- Sales ledger
- Reconciliations
- Subcontractor payments (desirable)
- Maintenance industry knowledge (desirable)

### Key Skills

- Teamwork
- Flexibility
- Customer focus
- Prioritisation and time management
- Excel spreadsheets and formulae

### Key Experience

- Demonstrable experience of working in a small finance team
- An understanding of both purchase and sales ledger
- Experience of delivering complex or detailed work to tight deadlines
- A demonstrable commitment to equality and diversity and its practical application
- Accounting qualification (or studying toward)

### Other Key Information

- All staff has a personal responsibility and accountability to Axis to ensure that their day to day activities adhere to the Sustainability Policy Statement and Plan and minimise the impact upon the environment.
- It is the responsibility of all staff to ensure that their day to day activities embrace sustainability and reduce the impact upon the environment by minimise waste and maximise recycling; saving energy; minimise water usage and report any electrical faults, water leakage or other environmental concerns to the facilities or line manager.

I have read and understood the provisions of this job description.

I understand that this document forms part of my employment and I hereby confirm my agreement with its provisions.

Name:

Signature:

Date: