

ROLE PROFILE

Role Profile			
Job Title	Finance Assistant		
Reports to (Job Title)	Finance Supervisor		
Suitable for Job Share (Y/N)	No	If No state reason	Part-time (16-20 hours)
Location	Delt Office – Building 2	Shift Pattern	No

Job Purpose	The Finance Assistant supports the Finance Supervisor with transactional processing in the efficient delivery of the finance function.
Key Competencies & Outputs	<p>Posting of utilities invoices to the finance system and processing for payment.</p> <p>Assisting with the posting of other Accounts Payable invoices.</p> <p>Posting of income remittances to the finance system.</p> <p>Raising sales invoices to customers as required.</p> <p>Assisting with the posting of bank transactions.</p> <p>Credit card orders and monthly recording of transactions.</p> <p>Monitoring of email inboxes and dealing with supplier queries via phone and email.</p> <p>Provision administrative support to the wider finance team.</p> <p>Dealing with financial queries from both internal and external customers</p> <p>Other ad hoc finance tasks as required by the Finance Supervisor.</p>
Experience, Knowledge, Skills and Qualifications	<p>Experience of working in a finance role or with financial data.</p> <p>Strong communication skills, both written and verbal.</p> <p>Self-motivated with excellent analytical skills and attention to detail</p> <p>Ability to manage own workload and prioritise effectively.</p> <p>Strong Microsoft Office skills, particularly Microsoft Excel.</p> <p>Commitment to personal and professional development.</p>
Corporate Standards	<p>In accordance with Delt organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must act at all times in accordance with appropriate legislation and regulations, codes of practice, and Delts policies and procedures.</p>

	<p>All employees must work within the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.</p>
--	---

Undertake all duties with due regard to the Delt equalities policy and relevant legislation.

In a people first environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour for them and their team(s).