

ROLE PROFILE

Job Title:	Finance Assistant	Job Code:	R/F8
Department:	Finance	Version:	1.1
Reports To:	Financial Accountant/Management Accountant	Date Created:	April 2019
		Grade:	Grade G

Is this a politically restricted Post?	Yes/ No <i>(*if yes, see our policy on what this means)</i>
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ORGANISATIONAL CONTEXT

Our Vision as an organisation is:

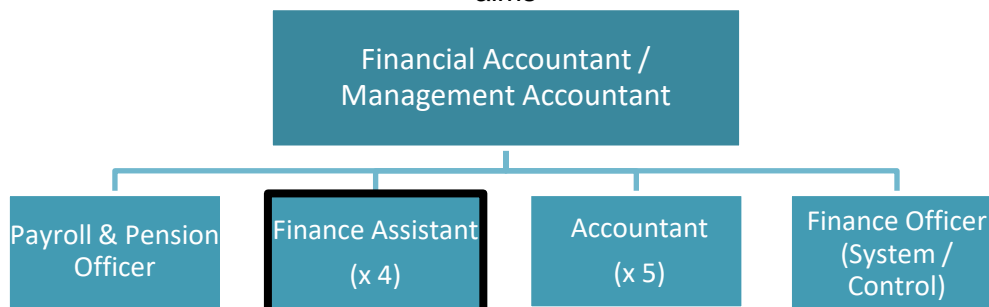
To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

Our department contributes to this by:

Providing strong financial governance and control whilst facilitating effective delivery of WYCA's aims



Job Overview:

- Responsible for timely and accurate input into a range of financial systems including creditor, debtor, nominal, bank and payroll.
- Assisting across a range of financial work including reconciliations, recharge calculations, variance analysis and resolving / managing queries.
- Support the Financial, Management Accountant and across a range of tasks, including annual accounts, budget planning.

- © Take a pro-active approach to participating and delivering of your directorate's objectives.
- © Demonstrate commitment to corporate processes and ensure that these are delivered at all times.
- © Be a visible and enthusiastic team member, encouraging partnership working across the organisation.
- © Take a positive approach to self-development.

CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.
These indicate the end result or outputs for which the role holder is responsible.*

People Contacts:

- Take ownership of your own continuous professional development and taking action to ensure that you are equipped to complete your work.
- © Support partnership working across the organisation and externally.
- © Work together with your team to ensure targets are achieved.
- © Be an advocate of our strong performance management culture, taking accountability for delivering results.
- © Contribute to a positive working environment for your team, with a solid ethic of working towards achievement of our vision.
- © Take a proactive approach to internal processes, contributing during meetings and interviews.
- © Utilise effective communication channels when working with others.

Technical Duties:

- Provide assistance in the areas of work covering nominal ledger, debtors, creditors, cash, banking, payroll and, including support to subsidiaries and associated companies (eg UTG).
 - Responsible for the accurate and timely input and management of authorised invoices & supplier records to the purchase to pay system and ensuring, as first point of contact, all queries are addressed / resolved with internal / external contacts (including supplier statement reconciliations).
 - Responsible for the accurate and timely input of authorised sales / debtor invoices to the financial system, assisting debt management procedures and assisting / resolving all queries with internal / external contacts.
 - Responsible for checking, calculating and the accurate and timely input of all authorised permanent / temporary variations into the payroll system, and ensuring, as first point of contact, all queries are addressed / resolved with internal / external contacts.
 - To prepare for payment the monthly payroll creditors and produce distribute payroll documentation, including payslips and P60s.
 - To update, on a timely and accurate basis, employee pension records via the online portal, relating to new starters, leavers and other changes (eg contribution rate, change in hours, change of address, job title).
 - Assisting with VAT claims, CIS returns and a range of financial & statistical returns.
 - Assisting / lead on accounting reconciliations, including bank / cashbook, third party insurance claims, Holiday & Tour reconciliations and liaising with CIT, Tour Operators and Travel Centres. Assist / undertake any postings to the financial system as required.
 - Responsible for the accurate recording and day to day management of the HQ petty cash, banking of receipts, accepting card payments, management of foreign currency requests and the issue of controlled stationery (eg cheques).
 - Assist with finance system / process reviews, including production of documentation / guidance and with the delivery of finance system / process training.
 - Assist with annual audits and provide information to auditors as required, including investigative work on the National Fraud Initiative.
 - Responsible for the provision of a range of management information, including performance on payments, debtors, suppliers, staff/members expenses.
- © Typically works on horizons of up to one year, in line with the objectives set in the business plan.
 - © To uphold procedures in place to achieve your strategic objectives, suggesting amendments to processes as required.
 - © Ensuring compliance with the Combined Authority's health and safety policy.

Impact & Influence:

- Provide professional representation and use good communication skills whilst working with external stakeholders and customers, including auditors, bankers and tax advisors.
- Use communication skills to influence and challenge existing ways of working to ensure that the best interests of the CA are achieved.
- Identify and find solutions to communication challenges observed within the organisation.
- Champion the financial aspects of the CA's work, promoting the finance function and team as enablers / partners whilst ensuring strong internal financial controls.

- © Represent the interests of your team within the context of the wider aims of the Combined Authority both internally and externally.
- © Fosters good working relations across the organisation, building effective team relationships.

The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.

THE PERSON

To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.

Knowledge:

- © Educated to GCSE level or equivalent in English and Maths
- © Practical experience of successfully performing in a similar role.
- Strong understanding and experience of financial controls, including payments, debtor and payroll.
- Demonstrable deep understanding of financial procedures within a Local Authority environment.
- Good working knowledge of HMRC and Pension regulations.

People:

- © Experience of effectively contributing to team objectives.
- © Experience of successfully identifying appropriate communication channels to deliver information.
- © Experience of effectively contributing to organisational vision.
- Experience of working in a multi-functional finance team

Technical:

- © Strong negotiation skills.
- Experience of analysing financial information and maintaining systems of internal financial control.
- Demonstrable experience in the use of accounting software
- Advanced user of Excel, with strong skills in other Microsoft office packages.

Impact & Influence:

- Experience of working with complex financial processes with multiple stakeholders.
- Experience of taking a partnership approach to working with non-finance colleagues.
- Good communication skills with the ability to advise and challenge.
- Experience of working in a changing environment.

OUR VALUE & BEHAVIOURS

Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.