

Job title	Finance Assistant
Reports to	Finance Manager
Responsible for:	N/A

1. Purpose and Scope

To support the Finance Manager in overseeing day to day financial processing work including month and year end reporting.

2. Key Accountabilities and Role Outputs

- Prepare detailed monthly profit and loss accounts for various income generating departments.
- Assist with preparation and processing nominal ledger journals.
- Assist with the preparation of monthly management accounts.
- Complete VAT returns.
- Analyse and reconcile travel expenditure for environmental reporting.
- Monitor and reconcile utilities.
- Monitoring of purchase order / goods receipt clearing.
- Carry out periodic supplier statement reconciliations.
- Preparation of the invoicing data for various income streams.
- Maintain sales ledger: trace customer, resolve customer queries, allocate daily receipts, anticipate accounts needing special attention.
- Maintain detailed spreadsheets of cash and credit/debit card income from the airport's car parks, using daily car park reports, bank statements and PSP (Creditcall) reports as reference material.
- Prepare monthly reconciliation of balance sheet accounts for car park cash and credit/debit card balances.
- Maintain credit control system using Credit Hound.
- Monitor credit control to ensure steady cash flow and avoid bad debts.
- Assist with preparation and administration of liens, liaise with solicitors, prepare documents for administrators and liquidator.
- Ad hoc analysis and reviews for both income and expenditure; also responding to income requests from staff, including directors and senior managers.
- Assist with the management and administration of WAP and Sage systems, including setting up / amending users and accounts, reporting, liaising with software provider etc.

- Providing advice and assistance on accounting matters to other members of the department and other staff members, including directors and senior managers.
- Liaise with auditors.
- Provide cover for the other functions in the finance department as required.
- Participate, as required, in any Emergency or Emergency Exercise as detailed in the Emergency Orders.

The above duties are not exhaustive and the Company may require you, from time to time and in exceptional circumstances, to do further ad hoc duties within your capability and capacity.

All job descriptions are subject to regular review and the Company reserves the right to make any reasonable adjustments to this job description as required.

3. Health and Safety

It is our intention to demonstrate an ongoing commitment to improving health and safety at work throughout the airport. We will comply with all requirements of health and safety legislation.

In order to do this, all staff must have a good awareness and understanding of health and safety hazards and risks that may affect themselves, passengers or other people on-site and must comply at all times with excellence in conduct, behaviour and attitude.

Senior management will ensure that:

- adequate resources are provided for health and safety.
- health and safety is adequately assessed, controlled and monitored.
- our people are actively involved in all aspects of creating and maintaining a healthy and safe working environment.
- it shall be the duty of every employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all employees.

4. Skills, Knowledge and Experience

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - AAT. 	
Experience	<ul style="list-style-type: none"> - Previous experience working in a busy finance department. 	
Knowledge	<ul style="list-style-type: none"> - Knowledge of finance systems. - Computer literate – Microsoft Office applications with good knowledge of Excel - Good understanding of Finance departments and the end-to-end processes 	<ul style="list-style-type: none"> - Sage 200 system use
Skills	<ul style="list-style-type: none"> - Strong analytical skills - Good communication skills both verbal and written. - Excellent planning and organisational skills with a track record of achieving challenging deadlines. - Proactive and determined to deliver an excellent service. 	
General	<ul style="list-style-type: none"> - To be flexible in approach. - A commitment to upholding high standards of confidentiality and integrity. - Ability to understand and act consistently with the aims and objectives of the Airport. - Highly motivated and dynamic individual. - Ability work under pressure and to achieve outcomes. 	

Employee signature:..... **Date:**.....