

Finance Assistant

Job Description and Person Specification

Job Description

Role Profile

The Finance Assistant supports the Finance Director and Finance Manager by ensuring accurate processing of expenses and invoices. The role includes routine financial tasks such as bank reconciliations, maintaining contact records, and managing accounts payable, helping to ensure smooth and accurate financial operations across the organisation.

Key Responsibilities

- Ensure the accuracy of all items submitted through Dext before publishing to Xero, including verifying supporting documentation, checking coding and tax treatment, and resolving discrepancies to maintain clean and reliable financial data.
- Carry out regular bank reconciliations within Xero, ensuring all transactions are matched correctly, investigating variances promptly, and maintaining an up-to-date and accurate view of cash positions.
- Maintain accurate and up-to-date contact records in Xero, routinely reviewing and updating supplier and customer information to support smooth processing of transactions and effective financial reporting.
- Manage accounts payable processes within Xero, including preparing and setting up payment batches for approval, ensuring invoices are coded and authorised correctly, and coordinating final payment execution in line with internal procedures.

Other

- Carry out any other duties commensurate with the post as agreed with the line manager.

Person Specification

	Essential	Desirable
Experience	<p>Experienced Xero user</p> <p>Experience of online expense management software (e.g., Dext, Hubdoc)</p>	<p>Experienced Dext user</p> <p>Experience of charity accounting</p> <p>Experience using Xero tracking categories (departments)</p>
Skills and Knowledge	<p>Advanced MS Excel skills</p> <p>Able to follow process notes</p> <p>Able to write and update process notes</p> <p>Strong problem-solving abilities</p>	
Personal Skills & Attributes	<p>Able to work independently</p> <p>Quick, accurate, efficient and conscientious</p>	
Training & Qualifications		<p>Accountancy or bookkeeping qualification /part-qualified</p>