

JOB DESCRIPTION

Job Title	FINANCE ASSISTANT	Grade	B1 £22,166	Weekly Hours	37
Objective	To provide effective and efficient finance and administration support to MG ALBA's Finance and Business Affairs team.				
Accountable to	Accountant				
Responsible for	<ul style="list-style-type: none"> • Purchases and Sales Ledger upkeep • Payments within delegated authority levels • Preparation of financial reports • Preparation of statistical data • Administration of company receipts and payments • General office administration support 				
Working relationships	The post holder will be a key member of the Finance team and will work across the Finance and Business Affairs teams and be required to liaise with external programme suppliers				
Key result areas	<ul style="list-style-type: none"> • Providing assistance to the Finance team as required with documentation; • Liaising with third parties and external suppliers to ensure all relevant documentation is in place to enable the timely delivery of contracts and agreements; • Storage and maintenance of records, databases and documents relating to finance; • Committing enthusiastically to professional development, objective setting and performance appraisals. 				
Key tasks	<ul style="list-style-type: none"> • Adhere to the organisation's financial procedures and policies; • Preserving accurate and up to date files, records and correspondence ensuring the maintenance of contractual data to the highest standards; • Coordinate and execute financial transactions and activities to assist the Accountant in the preparation of monthly / quarterly / annual accounts and cashflow forecasting; • Raising Sales Invoices; • Maintaining Purchase Ledger; • Completing administrative tasks such as record filing; • Ensuring all payments are made within delegated authority levels; • Assist in the external audit process by providing information and data as requested; • Completion of a training plan aimed at attaining a relevant professional or technical qualification 				
Time horizon	Permanent				

PERSON SPECIFICATION

	Essential	Desirable
Qualifications / Experience	<ul style="list-style-type: none"> • A minimum of three higher grade qualifications of which one must be numeric and a willingness to study for further qualifications 	<ul style="list-style-type: none"> • Finance qualification or relevant business/finance experience • Experience in a business administration environment
Knowledge	<ul style="list-style-type: none"> • Excellent IT skills and competency in the use of full suite of MS Office applications, in particular Word and Excel 	<ul style="list-style-type: none"> • Working knowledge of Xero or similar accounting software
Skills	<ul style="list-style-type: none"> • Ability to undertake professional/technical training • Methodical approach to work and strong attention to detail • Excellent organisational and planning skills • Excellent interpersonal and communication skills (verbal and written) • High level of numeracy and accuracy skills • Ability to build and maintain first class working relationships within MG ALBA and externally with clients, suppliers and partners • Ability to prioritise workload, capability of working to tight deadlines and possess resilience with a calm approach • Ability to use initiative and work unsupervised • Ability to problem solve as required and anticipate issues in advance • Ability to be flexible and adaptable 	<ul style="list-style-type: none"> • Analytical skills • Excellent presentation skills
Language Requirement	<ul style="list-style-type: none"> • Gaelic learner / commitment to engage with learning 	<ul style="list-style-type: none"> • Fluent Gaelic speaker
Behavioural	<ul style="list-style-type: none"> • Team player • 'Can do' attitude • Integrity • Reliability • Interpersonal skills 	