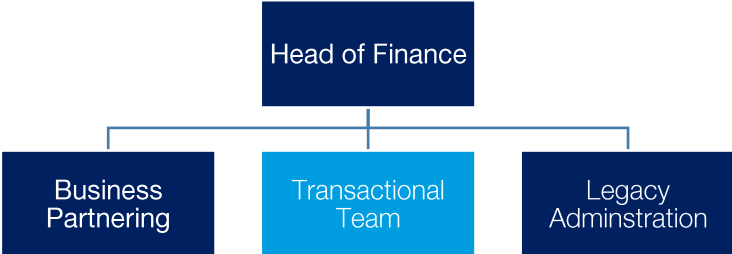
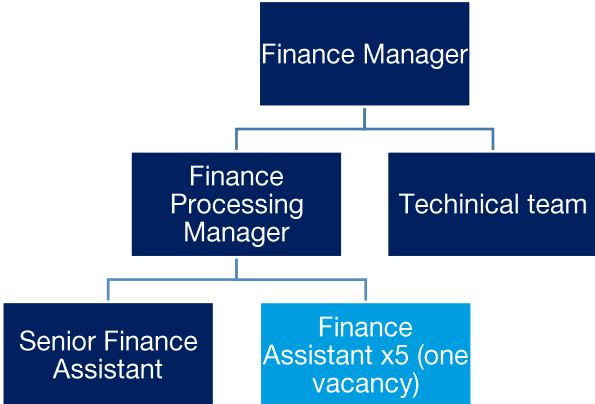


<p>Job Title Finance Assistant</p>	<p>Directorate and team This role sits in the Transactional Team which is part of the Finance Team.</p>
<p>Key focus of the role This role records financial transactions on our financial systems. It includes a six month rotation of work to allow the role to cover all receivables and payables. This role is the first point of contact for transactional queries from stakeholders internal and external to the business.</p>	<p>Finance Team</p>  <pre> graph TD HF[Head of Finance] --> BP[Business Partnering] HF --> TT[Transactional Team] HF --> LA[Legacy Administration] style TT fill:#ADD8E6 </pre>
<p>Key deliverables</p> <ul style="list-style-type: none"> Process income received from multiple sources to ensure that donors are thanked and financial records are accurate Process purchase invoices for budget holder approval and payment Review expense claims to ensure they meet our financial guidelines Resolve queries received from colleagues and external contacts 	<p>Transactional Team</p>  <pre> graph TD FM[Finance Manager] --> FPM[Finance Processing Manager] FM --> Tech[Technical team] FPM --> SFA[Senior Finance Assistant] FPM --> FA[Finance Assistant x5 (one vacancy)] style FA fill:#ADD8E6 </pre>
<p>Contractual information</p> <ul style="list-style-type: none"> Contract type: Permanent Hours: 35 (full-time) Pay range: Band 7 Location: London 	
<p>Key working relationships internal :The Finance Team, all colleagues in terms of expenses and purchases, IT team and Supporter Care team.</p> <p>Key working relationships external: Suppliers, donors and banks</p>	

All jobs at Diabetes UK are based on our competency framework called the **What-How Framework**. In the following sections we've listed:

- the key activities you'll undertake (**the What**) and
- the skills, knowledge, experience and behaviours you need to be successful in this role (**the How**).

When applying, focus on the bullet points that are **bold and marked with (S)** only. We will use these elements for shortlisting purposes.

Key activities – What you need to do

Managing resources	Communicating with others	Collaborating with colleagues	Improving delivery
<ol style="list-style-type: none"> 1. Process income received (cheques/bank transfers/CAF vouchers) on the donor management system to ensure that income is reflected and donors are thanked (S) 2. Attend the London office to open the post in order to record the cheques received. Prepare the cheques for banking 3. Using the finance system to process invoices for budget holder approval. Prepare the approved invoices for payment (S) 4. Review expense claims against the expense policy and approve or reject as required (S) 	<ol style="list-style-type: none"> 5. Make sure that queries received in shared email inboxes are responded to (S) 6. Contact customers to chase the payment of invoices or suppliers to chase unreceived invoices (S) 7. Contact colleagues within the organisation to let them know they have tasks due (for example, expense claims, purchase orders or purchase invoices to approve) (S) 	<ol style="list-style-type: none"> 8. Work closely and flexibly with the other finance assistants and the financial processing team to ensure that the team objectives are met (S) 	<ol style="list-style-type: none"> 9. Identify ways in which financial processing can be improved to increase efficiency or quality of output and discuss these with your line manager (S) 10. Identify anomalies or exceptions in financial processing and let your line manager and colleagues know. Suggest ways to prevent these occurring

Skills, knowledge, experience and behaviours – How you need to do it

When applying, focus on the bullet points that are **bold and marked with (S)** only. We will use these elements for shortlisting purposes.

Setting and delivering objectives	Communicating with others	Collaborating with colleagues	Improving delivery
<ol style="list-style-type: none"> 1. Organise your time and deadlines to meet deadlines in a calm manner (S) 2. Work swifly and accurately with a large volume of transactions (S) 	<ol style="list-style-type: none"> 3. Communicate clearly adapting the style and method to suit the recipient (S) 	<ol style="list-style-type: none"> 4. Demonstrate flexibility in what you are doing to support the wider needs of the team, especially in busy times (S) 5. Work with others in a way that demonstrates as appreciation of their workload 	<ol style="list-style-type: none"> 6. Identify when things could be done better and raise this with the most appropriate person

Qualifications you need to carry out this role

- None but interested in studying for an accounting qualification