



Aldenham  
founded 1597

## JOB DESCRIPTION

<b>Job Title:</b>	Accounts Payable/Receivables Finance Assistant (Job share)
<b>Hours:</b>	14 hours per week – Thursday to Friday - Full Year
<b>Salary:</b>	£10 - £11 per hour
<b>Responsible to:</b>	Team Leader - Finance

### Job Purpose:

To be an integral part of the Foundation Finance team, with main responsibility of accounts payable, petty cash and cash posting.

### Main Duties:

- Ensure invoices are authorised according to Foundation policy
- Code and process purchase ledger invoices
- Check supplier statements
- Post and match direct debit supplier payments
- Validate and process BACs payments and remittances
- Process bank payments for one off suppliers
- File purchase ledger invoices
- Count and bank cash and cheque receipts
- Post bank receipts to correct sales and nominal accounts
- Issue petty cash and record and code vouchers
- Other general tasks to assist in the smooth running of the finance team

### Person Specification:

- Must have accounts payable experience.
- Other general finance experience preferable.
- Must have good Excel skills to intermediate standard.
- Must be committed to a high level of accuracy and compliance.
- To work flexibly to meet changing needs.
- Good record of attendance and punctuality.
- Ability to work as part of a team and without direct supervision using own initiative and able to prioritise own workload.
- Commitment to equal opportunities.
- Good telephone manner.