

JOB DESCRIPTION: Finance Assistant

Job Title:	Finance Assistant
Department:	Finance and Operations
Responsible to:	Finance Manager
Accountable to:	Head of Finance and Operations
Responsible for:	Day to day processing of all financial documentation. All administration duties within the department
Liaises with:	All other Thames Valley Chamber of Commerce (TVCC) departments. All external suppliers, members, and non-members of TVCC.

Job Summary:

To take responsibility for the daily processing of the financial and administration duties within the department.

Key Responsibilities:

- To accurately manage all transactional daily queries both externally and internally
- To be responsible for all the department's general email boxes.
- To take responsibility for the daily Import (NG to Sage)
- Handle, manage and reconcile all online payments – Stripe and Smart Debit
- Responsible for all supplier payments and remittances
- Assist with weekly Credit Control processes.
- Process all Monthly Renewals, Statements and Reminders
- Process all daily bank payments and receipts.
- Issue and raise invoices / credit notes.
- Complete all financial administration tasks in a timely manner.
- Assist Head of Finance and Operations with all administrative duties.

Person Specification:

Personal Accountability

- A pro-active team player and to support colleagues in the achievement of team objectives.
- Build a good relationship with internal staff and external customers.
- To portray a professional visual and verbal image always
- To undertake internal training as required
- To pro-actively develop knowledge of the Chamber and its product portfolio
- To keep up to date and accurate records on TVCC database

Essential

- Minimum AAT Level 2 or can demonstrate the same level of experience.
- 2 years working experience of Sage 50
- Ability to work to tight deadlines and work effectively under pressure.
- Excellent attention to detail
- Fluent in both written & spoken English.
- Excellent team player, with ability to multi-task & work independently under own initiative
- Competent with using full Microsoft Office suite.