**Job Title: Finance Assistant**

**Location: Bolton Head Office**

**Reports to: Management Accountant**

**Accountable to: Financial Controller**

**Job Purpose:**

The Finance Assistant will be a key member of the Finance team, assisting the Accounts Payable, Accounts Receivable and Foster Carer Payments teams to ensure smooth running of the finance function. The role will be varied, providing exposure to a range of finance functions and responsibilities. You will be required to deal with queries from suppliers over the phone and email, and liaise with the wider finance team and internal stakeholders, answering queries and supporting with other ad-hoc admin duties.

**Key Stakeholders:**

Wider finance team, Fostering agencies, Registered Managers, External suppliers, Foster Carers

**Key Responsibilities:**

The Finance Assistant will support the team in producing accurate and timely monthly management accounts and cash reconciliations across the Group, with responsibilities including:

* Processing supplier invoices and credit notes
* Setting up new supplier accounts and maintaining existing account details within the purchase ledger.
* Processing bank reconciliations and payment runs
* Dealing with queries from suppliers/customers over the telephone and by email
* Running month end reports and dealing with associated queries
* Maintaining and building relationships with customers and suppliers to ensure timely payment of all invoices
* Processing and reconciling incoming funds daily ensuring cash is allocated
* Assisting the Carer payments team with child savings payments
* Ensuring all supplier statements are reconciled and any queries are dealt with/escalated promptly
* Liaise with internal departments and fostering agencies to promptly respond to queries and manage these through to resolution

1. **Standard responsibilities:**

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within NFG are expected to be familiar with and adhere to:

* Participates in an annual performance review programme.
* Works at all times, in accordance with the policies and procedures of the NFG and statutory regulations applicable to the Group.
* NFG is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to work in accordance with this.
* Undertakes other duties as assigned.

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| **Job Holder** |  |  |
| Name: | Signed: | Date: |
| **Signed on behalf of the NFG** |  |  |
| Name: | Signed: | Date: |