



Job Description

Job Title:	Sales Ledger Assistant		
Business Unit:	Internal Services - Finance		
Grade:	6	FTE	1.0
Reports to:	Financial Transactions Team Leader		
Direct reports:	None		
Place of work:	Leeds		
Purpose of the role:	<p><i>All posts at the WEA will support the vision for "A better world - equal, democratic and just; through adult education the WEA challenges and inspires individuals, communities and society."</i></p> <p>To assist with all aspects of the Association's Fee Management tasks and responsibilities providing a customer focused service to the Association's Business Units.</p> <p>The post-holder will ensure timely and accurate processing of the ledger tasks and may be required to assist colleagues with general administrative support within the agreed procedures and with appropriate training.</p>		

KEY AREAS OF RESPONSIBILITY

1. Assist in processing Fee Management transactions and documentation in an accurate and timely manner which is in accordance with the Association's policies and procedures
2. Assist in setting standards and propose timetables for data which will allow efficient and effective processing.
3. Assist in advising colleagues on appropriate financial procedures in line with Association guidelines.
4. Assist in regular review and reconciliation of all relevant controls.
5. Assist in accurate documentation of all systems in accordance with Association policies and procedures
6. Maintain adequate documentation for all transactions and ensure that they are filed accurately and correctly
7. Assist in maintaining all written procedures relating to Transaction Processing
8. Ensure that issues are promptly identified and followed up and that queries and requests for information are responded to promptly
9. Ensure all month and year end activities are carried out to the agreed timetable which is in line with external audit requirements
10. Assist in good internal and external relationship management.
11. Undertake such duties as reasonably requested by your Line Manager.

To be used in conjunction with relevant Person Specification



Person Specification

Criteria	Essential (✓)	Desirable (✓)	Assessment Method (for recruitment only) A – application form I – interview T - test
Education & Qualifications			
NVQ Level 2 or demonstrable equivalent experience.	✓		A/I
Experience			
Demonstrate experience in a related role.	✓		A/I
Experience in working with Open Accounts financial software.		✓	A/I
Experience of working with relational databases.		✓	A/I
Knowledge & Skills			
Good and accurate IT skills (word processing, spreadsheets, database and e-mail). IT literate in MS Office.	✓		A/I
Knowledge of transaction processing and legislation			
Excellent numeracy skills – proven ability to handle figures accurately			A/I/T
Attention to detail	✓		A/I
Knowledge of or experience in the field of Adult Education.		✓	A/I
Knowledge of the Association and/or work in the voluntary sector.		✓	A/I
Competencies			
Student and WEA values focused (Level 2)	✓		A/I
Achieves results (Level 2)	✓		A/I
Works collaboratively with others (Level 2)	✓		A/I
Manages self, learning and personal development (Level 2)	✓		A/I
Delivers excellent services (Level 2)	✓		A/I
Additional Requirements			
Comply with all Association Policies and Procedures, e.g. Code of Conduct, Health and Safety and Equality and Diversity Policy.	✓		A/I

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