



## Job Description


<b>Job Title:</b>	<b>Financial Support Assistant</b>		
<b>Business Unit:</b>	Internal Services - Finance		
<b>Grade:</b>	6	<b>FTE</b>	1.0
<b>Reports to:</b>	Financial Support Assistant Team Leader		
<b>Direct reports:</b>	None		
<b>Place of work:</b>	Leeds		
<b>Purpose of the role:</b>	<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 financial analysis and financial support, day to day processing tasks and responsibilities, while providing a customer focused service at all times.</p> <p>The post-holder will ensure timely and accurate processing of the finance 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 Line Manager to develop, implement and maintain an effective management reporting framework across all levels that ensures control over resources and expenditure.
2. Assist in advising colleagues on appropriate financial procedures in line with Association guidelines.
3. Assist in ensuring accounting data is coded accurately and for maintaining adequate documentation of all transactions and ensure that they are filed accurately and correctly.
4. Assist in maintaining all written procedures relating to financial accounting procedures.
5. Assist in ensuring all month and year end activities are carried out to the agreed timetable which is in line with external audit requirements.
6. Assist in ensuring project funding records are accurately maintained.
7. Assist in reconciliations of Learning Support Funds.
8. Assist in the maintenance of purchase orders, goods receipts and ensure that purchase orders are signed off in line with Association policies and procedures.
9. Assist other finance colleagues in tasks in relation to support to branches and procurement.
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

	<b>Person Specification</b>		
<b>Criteria</b>	<b>Essential (✓)</b>	<b>Desirable (✓)</b>	<b>Assessment Method (for recruitment only) A – application form I – interview T – test</b>
<b>Education &amp; Qualifications</b>			
NVQ Level 2 or demonstrable equivalent experience.	✓		A/I
<b>Experience</b>			
Demonstrate experience in a related role.	✓		A/I
Experience in working with Open Accounts financial software.		✓	A/I
Experience of working with relational databases (especially Access).		✓	A/I
<b>Knowledge &amp; Skills</b>			
Good and accurate IT skills (word processing, spreadsheets, database and e-mail). IT literate in MS Office.	✓		A/I
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
<b>Competencies</b>			
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 service (Level 2)	✓		A/I
<b>Additional Requirements</b>			
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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