**Position Title:** Finance and Administration Assistant

**Business Unit:** COPE Ltd

**Purpose of Role:** Assisting in the day to day administration and financial processing of the company.

**Organisation Aim:** Everyone regardless of disability should have the opportunity to work if they so wish. Given the right conditions, all adults have the potential to contribute to our local economy and in doing so will learn to value themselves and others.

**Organisational Values:** Respect - We recognise each other’s differences and show consideration for one another.

Equality - We believe that everyone contributes equally to the success of our organisation and as such will be valued and appreciated.

Fairness - We are committed to the principles of social justice and opposing prejudice.

Excellence - We believe in working hard to ensure we are the best we can be for our participants, staff and customers.

Accountability - We account for our activities, accept responsibility for them, and to share the results in a transparent manner.

**Reporting Structure**

Position title of direct manager: Finance Manager

Position titles that report to this position: None

**Key Responsibilities:**

Working as part of the Finance and Admin team, your responsibilities would include but not be limited to:

* Reception duties including answering the phone, relaying messages, replying to emails as appropriate and filing
* Assisting with HR administration including monitoring of leave, preparing and issuing job packs, ensuring the appropriate paperwork is on file
* Assisting in the monthly and weekly payroll processes
* Operating petty cash and reconciling at regular intervals
* Processing customer invoicing including daily takings, dealing with queries from customers and colleagues
* Processing supplier invoicing with accuracy and consistency, dealing with queries from suppliers and statement reconciliations

**Skills required:**

* + Relevant qualification OR experience in financial administration
* Excellent attention to detail and high levels of accuracy
* Excellent computer skills across all Microsoft programmes
* Excellent communication skills
* The ability to work well and supportively in a team and also to be able to take on solo projects
* Good levels of numeracy and literacy
* The ability to prioritise tasks and self-manage work load

**Desirable:**

* Good Standard of General Education
* Good working knowledge of accounting software packages
* Good working knowledge of payroll software
* Ability to extract data and present it accurately in an appropriate format
* Ability to work to a high standard in a busy environment
* Ability to understand and maintain confidentiality of information

**Competencies required:**

* Ability to support and uphold equality, diversity and inclusion when supporting people with learning disabilities to play an active role within a business setting.