



CORPORATE FINANCE

FINANCE ASSISTANT

AA2 OR EGI

JOB DESCRIPTION

MAIN PURPOSE:

The post holder will provide support to Finance Managers and Senior Finance Managers by undertaking a variety of administrative and finance duties.

RELATIONSHIPS:

The post holder will report to the Finance Manager, and will be expected to liaise with budget holders in various areas, as well as colleagues and senior professionals in other departments.

KEY AREAS OF WORK:

1. Support the work of the Senior Finance Manager to ensure the budget and reporting timetable is achieved, including journal preparation, review of SAP income and expense codes and preparation of financial reports as directed.
2. To support the Senior Finance Manager with the provision of the management accounting service to a wide range of budget holders, including producing specific reports and analysis.
3. To carry out finance procedures, requiring visits to different sites as and when required.
4. Ensure that all funds received have been reconciled, banked and accurately recorded in SAP.
5. To monitor expenditure that has been undertaken, ensuring that it has been accurately recorded in SAP.
6. To support the Senior Finance Manager in ensuring that Financial controls are adhered to: providing advice to staff, ensuring that States of Guernsey Financial Rules and Directives are followed.

7. To assist in the raising of sales orders on the sundry debtors system in addition to offering advice and support to other staff in this regard.
8. To assist in ensuring smooth consistent administration and to deal with queries of a financial nature.
9. To undertake filing and other administrative duties as and when required.
10. To undertake such other duties as may be required by the Senior Finance Manager.
11. Assist the Senior Finance Manager with the preparation of annual plans and the completion of year-end accounts.

KEY CRITERIA:

ESSENTIAL

1. Excellent written and oral communication skills with the ability to deal with a wide range of people across the States of Guernsey.
2. The ability to work flexibly in terms of working hours, and efficiently without close supervision.
3. Ability to prioritise workload and work under pressure to tight deadlines.
4. Good numerical skills with the proven ability to accurately process, understand, and interpret financial information.
5. Attention to detail with the ability and willingness to recognise and investigate financial anomalies through to resolution.
6. Proficient in the use of MS Office software (including Excel and Word), and willing and able to adapt to using new and different IT and reporting systems.

DESIRABLE

7. CAT/AAT qualified, or similar.
8. Experience of working in the public sector in a similar role.
9. Experience of working with SAP.
10. Awareness of the States of Guernsey accounting and financial procedures.