**NewcastleGateshead Initiative**

**Job Description**

**JOB TITLE:** Finance Assistant

**SALARY**: £22,000

**RESPONSIBLE TO:** Director of Finance & Operations

**TERMS:** Permanent, full time (60/40 office/homeworking

**JOB PURPOSE:** To assist with all aspects of the finance function within NGI – purchase ledger, sales ledger, expenses, credit card, processing payments.

As part of our commitment to making better places for people to stay, enjoy and invest and to support the growth of key sectors in our region, we’re looking for a Finance Assistant to join our team.

We are based in the heart of Newcastle’s city centre, in The Common Room of the North. We work with more than 1,000 partners and stakeholders to promote our city as a destination of choice for people, businesses, and investors across the globe.

This is an exciting time for NGI as we expand our teams and look to support our city to recover, rebuild and reinvent its future. It is an opportunity to be part of an organisation that is taking a lead role in driving projects that create jobs and opportunities for all.

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**Principal duties and responsibilities:**

1. Maintaining financial spreadsheets
2. Creating purchase orders
3. Processing purchase invoices
4. Allocating payments
5. Processing and managing transactions made on company credit cards.
6. Administering staff expenses.
7. Completing weekly payment runs
8. Responsible for producing customer statements and chasing outstanding debts on a weekly basis.
9. Process sales invoices / credits
10. Setting up new supplier records
11. Credit control
12. Filing financial records as required.
13. Support monitoring of grant funding
14. Support the preparation of audit files
15. Additional other duties, as required.

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**Person Specification**

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| **Category** | **Essential** | **Desirable** |
| 1. Skills, knowledge and aptitudes
 | * Good organisational skills.
* High degree of accuracy when working with numbers.
* Ability to work on own initiative.
* Advanced skills and experience with Sage Packages and Excel.
* Good interpersonal and communication skills and an ability to liaise effectively with colleagues at all levels of the organisation.
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| 1. Qualifications and training
 |  | * Part/Full AAT Qualified.
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| 1. Experience
 | * Experience of working within an accounts department.
* Experience of working with Sage packages and Excel.
* Experience of chasing outstanding debts.
* Ability to work to tight deadlines.
 | * Experience of working with Sage Accounts package V.12, Line 50
* Experience of completing grant claims and monitoring returns for funding sources.
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| 1. Disposition
 | * Reliable and conscientious.
* Team player.
* Ability to work under pressure.
* Ability to work in a fast moving environment and adapt to change.
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