



# Job Description

**Job title:** Finance Assistant

**Department:** Finance

**Reports to:** Finance Director

**Pay and benefits:** £16-£18K depending on experience

Principal purpose of role	Lead responsibility for ensuring the smooth operation of the purchase ledgers across the various businesses within St Aubyn Estates
Area of responsibility/tasks	<ul style="list-style-type: none"> <li>• Processing of invoices</li> <li>• Reconciliation of accounts</li> <li>• Recording and reconciliation of daily bankings.</li> <li>• Input and preparation of wages (Sage Payroll system)</li> <li>• Involvement with the National Trust procurement system</li> <li>• Assisting with cash office, preparing change orders and cash handling</li> <li>• Other finance and administrative tasks as required</li> </ul>
Customer service	<ul style="list-style-type: none"> <li>• Provide a great service to all our external and internal customers.</li> <li>• Be smart, polite and helpful at all times.</li> <li>• Be aware of all the activities offered on the Mount and be able to answer broader questions (or know who to ask)</li> </ul>
Health and safety	<ul style="list-style-type: none"> <li>• Follow safe working practices.</li> <li>• Be aware of emergency and first aid procedures.</li> <li>• Be vigilant for hazards and report them.</li> <li>• Attend all necessary training courses.</li> </ul>
Vision and values	<ul style="list-style-type: none"> <li>• Understand and demonstrate the behaviours that underpin our values.</li> <li>• Be aware of the role of you and your team in achieving our vision and objectives.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Any other tasks which are reasonably requested, for the better performance of your duties or for the achievement of our vision.</li> </ul>