



## **FINANCE AND ADMINISTRATION ASSISTANT**

Starting Salary: Grade 2 (Spine Point 12) - £27,825.84

Holiday: 26 days a year

Reporting to Chief Executive and Assistant to Chief Executive

Primary base will be the Spalding Office.

### **Overall Purpose**

To assist the Chief Executive and Assistant to the Chief Executive with finance and administrative tasks.

We are seeking a flexible individual for which a variety of tasks will be undertaken. The individual must be flexible with a proactive and enthusiastic approach to their workload.

### **Duties, Tasks and Responsibilities (not exhaustive)**

- Purchase ledger – matching invoices to purchase orders, and if required posting these on to the purchase ledger.
- Use of Sage accounting program.
- Assisting the Chief Executive and Assistant to the Chief Executive with RMS (Rates Management System) – full training will be provided.
- Updating, creating and sending out electronic timesheets, day sheets and other documents via Microsoft Teams; knowledge and use of Microsoft Teams is essential to this role.
- Management of the workforce and office iPads, updating and dealing with any technical issues that may arise.
- Learning and utilising ArcGIS Pro – the Board's mapping system in conjunction with all staff, including dealing with large volumes of data updating.
- Assisting in preparation of financial documentation for annual audit inspections.
- Maintaining a register of the Board's vehicles and V5 documents, including taxing vehicles as when necessary.
- Data analysis to assist with the engineering department to update assets via the ArcGIS Pro system.
- AAT part-qualified is a requirement, with a view to further training for which support will be provided.
- Knowledge and understanding of the finance function within the workplace is vital to this role.