

## **JOB DESCRIPTION**

### **JOB SPECIFICATION:**

**Job Title:** Finance Assistant

**Responsible to:** Financial Controller and Accountant

**Salary:** £23,000-25,000 per annum

**Tenure:** 3 month contract

**Hours:** Full time 37.5 hours per week

**Location:** Lib Dems Head Quarters, Westminster, London SW1P

### **Purpose of job**

The post-holder will be responsible for the day to day postings to the Party's financial ledger system to ensure the financial systems is always up to date in providing real time financial information.

### **Key Responsibilities**

1. Take ownership of the purchase ledger system, processing and payment of purchase ledger invoices and expenses.
2. Import of sales invoices
3. Preparation and physical banking of cash and cheque receipts
4. Posting of bank transactions including matching receipts from debtors
5. Monitoring of the Party's bank accounts
6. Control, reconciliation and monthly posting of petty cash and the Party's company credit card
7. Daily and monthly reconciliations of all Party's bank accounts.
8. Posting income received on the bank statement by downloading reports from Salesforce to give breakdown of receipt for processing into the Party financial systems.
9. Maintain Purchase Order file and spreadsheet.
10. Take responsibilities for filing of invoices, expenses, daily bank statement printed etc.
11. Reconciliation of supplier's statement to ledger and maintaining good relationship with suppliers.
12. Maintaining good relationship with volunteers.

### **PERSON SPECIFICATION:**

We are looking for an experienced finance assistant with the flexibility to work in a small finance team. The successful applicant will be able to demonstrate the ability to prioritise their work with the minimum of supervision.

### **Essential Skills and Experience**

1. Highly organised and with excellent attention to detail
2. Be flexible and willing to take on new tasks
3. Experience of purchase ledger work
4. Experience of completion of bank reconciliations
5. A good knowledge of Excel
6. Sympathy with the aims and values of the Liberal Democrats

### **Desirable Skills and Experience**

7. Knowledge of the Microsoft Nav accounting package

## **APPLICATION PROCEDURE:**

**Closing date: 12.00 noon, Monday 4 March 2019**

Please apply by email to [hr@libdems.org.uk](mailto:hr@libdems.org.uk) by attaching: -

- 1) A copy of your Curriculum Vitae covering complete work history
- 2) A supporting statement no more than 2 pages of A4 in length, indicating clearly how your experience and skills meet the criteria stated in the job and person specification. Please also write your name on top of your supporting statement.

**Please note:** We will not be able to employ you if you are not eligible to work in the UK. We will not be able to obtain a work permit on your behalf.

The Liberal Democrats are equal opportunity employers and particularly welcome applications from groups who are currently under-represented in our staff.