

Finance Assistant Job Description

ORT is a global education network driven by Jewish values. We are passionate about unleashing the potential of young people so they can lead fulfilling lives and have a positive impact on the world around them.

Since our foundation in 1880, ORT has been transforming lives through training and education. From focussing on teaching 19th century Russian Jews essential trades and professions, we have evolved to provide 21st century skills to empower people and strengthen communities. Our ORT network now reaches 300,000 people a year, in 37 countries, and is one of the largest educational charities in the world. We provide a combination of high-level science and technology education with strengthened Jewish identity to bridge the gap between ability and opportunity – and to ensure the continuity of Jewish life worldwide.

LOCATION: Camden Town, London

SECTOR: Not-For-Profit

SALARY: Commensurate with experience

ROLE OVERVIEW:

We are looking for an enthusiastic and dynamic all-round Finance Assistant to work as part of the finance team. The post holder will work alongside team members, with focus on assisting the Assistant Financial Accountant and Financial controller in the preparation and provision of timely and reliable financial information and analysis that leads to effective decision making.

ORGANISATIONAL POSITION:

The finance assistant will report to the Assistant Financial Accountant and Financial Controller.

KEY DUTIES, TASKS AND RESPONSIBILITIES:

- Purchase ledger - Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc.
- Check and scrutinise supplier invoices for accuracy and ensure invoices are correctly coded and authorised
- Recording and inputting invoices using SunSystems
- Reconcile any discrepancies or errors identified by conversing with employees and other stakeholders
- Carry out regular payment runs, ensuring that all suppliers and staff expenses are paid on a timely basis
- Answer questions and provide assistance to stakeholders, customers and suppliers as needed
- Sales Ledger - Create, send, and follow up on invoices with customers and review and report on outstanding debtors to the Financial controller
- Ensure that VAT on invoices are correctly analysed.
- Petty cash - Petty Cash management, payments and regular reconciliations using the float system
- Credit cards – record and post credit card expenditure and reconcile monthly to credit card statements

- Month end and year-end reporting - Supported by the assistant financial accountant ensure that all month end accruals, prepayments and depreciation are posted unto the system
- In agreement with the line manager, establish and maintain filing systems as appropriate
- Carry out any other duties that are reasonably requested

PERSON SPECIFICATION:

- Integrity and honesty
- Experience of working using SunSystems and proficiency in MS Office especially Excel
- Excellent customer-service
- Solid communication skills, both written and verbal
- Superior attention to detail
- Organisational and problem-solving skills
- Previous proven experience in a similar role within a finance function with the responsibility for recording: income, expenditure and fixed assets
- Ability to work flexibly with people of different cultures, languages etc.
- To work to a high standard at all times and ability to work calmly under pressure
- To work proactively as well as reactively and be self-motivated
- To ensure adherence to appropriate confidentiality
- To adhere to the financial policies and procedures
- To understand the responsibilities of working as part of a team by supporting and assisting other colleagues
- To understand the work & programmes of ORT and participate in other activities of ORT as required

HOURS OF WORK:

Office hours are 09:00 – 17:30 Monday to Thursday and 09:00 – 14:00 on Fridays.