



# Finance Assistant Purchase Ledger –Role Profile

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## **Overview**

As a member of the Cornerstone Team this role involves working with Cornerstone Central colleagues to ensure that Cornerstone Central delivers exceptional service which meets the needs of the wider organisation in an efficient, effective and customer focussed way.

A key focus of this role is to be part of a small team where all team members will be required to cover the key parts of the other team member's roles.

## **We need you to:**

- Deal with routine queries from internal and external customers, whether by email, phone or in person, promptly and effectively in a courteous manner.
- Liaise with outside agencies providing accurate financial information as required.
- Highlight and escalate more complex queries to the Accountants and assist them to deal with them.
- Process purchase invoices and credit notes.
- Ensure that all monthly records are retained for the end of year external audit.
- Process supplier payments & Issue remittances.
- Ensure all relevant financial information is inputted into Cornerstone's information systems accurately and in a timely manner. This includes invoices and credit notes coded and entered in Access Dimensions.
- Check & allocate imprest (service bank accounts) data to the accounting package.
- Ensure that all monthly financial information is received and processed to Accounting Timetable.
- Ensure that all monthly records are retained for end of year external audit.
- Provide high quality support to the Accountants including providing assistance to other Finance colleagues as appropriate e.g. Senior Finance Assistant and Credit Controller.
- Work flexibly as part of the Finance and Corporate Services team.
- Assist the Accountants to ensure that financial information e.g. invoices are correct and processed in a timely manner, and where appropriate transactions are posted to the relevant ledgers within Cornerstone's accounting package. Highlighting issues where appropriate.
- Provide effective high quality finance assistance to Cornerstone and identify ways in which the accounting practice of the organisation can be continually improved.
- Carry out any other duties relevant to the post

## **Key ingredients of your role are to:**

### **People we support**

- Be passionate about the delivery of great care and support focussed on helping people to live the life they choose
- Act quickly and effectively to any concerns that are brought to your attention
- Maintain a clear focus on achieving our charitable purpose



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## People we employ

- Actively contribute to the development of team dynamics that will result in high performance and productivity
- Be welcoming and accessible to colleagues and take time to hear, see and recognise their contribution and points of view
- Build strong trusting relationships with colleagues, equipping them with skills and knowledge to enable them to make decisions with confidence
- Have a positive attitude, be excited about working in an empowered culture and always seek to solve problems and remove obstacles

## Partnerships

- Always promote the culture, ethos and purpose of Cornerstone
- Establish, develop and maintain strong relationships with colleagues, external contacts and stakeholders
- Nurture an external network that benefits the organisation and ultimately the people we support

## Culture

- Ensure Cornerstone's Values are embedded and reflected in everything you and your team does
- Create an environment where creativity and excellence thrives
- Seek out opportunities for personal and professional development for you
- Use your pioneering spirit to inspire everyone around you

## Operating model

- Keep systems and processes as simple as possible to free up colleagues to focus on the individuals that they support
- Always trust that your colleagues will do the right thing and act in the best interests of the people Cornerstone supports

## Technology

- Effectively use and embrace technology to enhance the effectiveness of what you and your team deliver
- Explore new technological opportunities that will compliment and enrich the service Cornerstone Central delivers



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## **Person Specification**

Educational Qualifications – SCQF (Level 6)

It's desirable that you will have obtained at least one of the following, but we are more interested in your experience, your values and your attitude than we are your qualifications:

- Experience of using Access Dimensions accounting package.
- Holder of, or willingness to work towards, professional qualifications in a job-related subject.
- Excellent customers service skills.
- MS office skills.

## **We need you to bring:**

- The ability to produce high quality accurate work with an emphasis on attention to detail.
- The ability to work on own initiative with minimum supervision.
- An aptitude for working with figures.
- Excellent organisational and time management skills.
- The ability to forward plan and work to tight deadlines.
- Proficient spreadsheet (Excel) & PC literacy skills.
- Proven track record of delivering against objectives to the required standard and time scale.
- A willingness to travel to visit Services as appropriate and to work flexibly.

## **It would be great if you also have:**

- Experience of working in a social care or third sector environment