

## Job Description

### Finance Assistant - Accounts Payable

#### Role Summary

MacIntyre considers the position of Accounts Payable Assistant to be one of considerable responsibility and confidentiality. The post holder will be expected to show judgement and initiative at a level which is commensurate with this expectations

Reporting to the Finance Manager, you will work as part of the central finance team.

Key Responsibilities:

- You will Support Operational Managers and Administrators in relation to all financial matters within services across the UK.
- You will produce reports and reconciliations to include but not exclusively purchase ledger accounts, credit card, bank and other balance sheet accounts, in accordance with the organisations financial schedule and internal control systems.
- You will collate and produce financial information for the scheduled internal auditing of operational services and contribute to the organisations end of year audit procedures.
- When requested, you will respond in a timely manner to operational colleagues request for financial information.

Our job descriptions are all written with the following four key points about MacIntyre in mind:

#### 1. Our Vision

For all people with a learning disability to live a life that makes sense to them.

#### 2. Our Mission

We will support a sense of wellbeing through a celebration of each person's unique gifts, talents and contributions, the quality of our relationships and ensuring the promotion of real opportunities to connect with others.

#### 3. Our purpose

To achieve excellence in everything we do.

MacIntyre's "*primary purpose*" is to make a positive contribution to the lives of children and adults with disabilities. We make this contribution by ensuring that all our interactions are great, that our knowledge and skills represent excellence and that we support people to develop purposeful and warm relationships. Our "*secondary purpose*" is to have a positive influence in our local communities and on our sector by connecting well, nurturing partnerships and demonstrating best practice.

#### 4. Our DNA

MacIntyre has a particular way of working with people and because it is so important to all our activities we call it our DNA. It is a combination of our values and the way that we put those values into actions that is unique to MacIntyre. Through our Promises and Value Base, the promotion of Great Interactions™ and Person Centred Approaches, we aim to support every person to live a life that makes sense to them, with a level and style of support of their choosing.

## Responsibilities

You will be required to carry out a range of duties within your role. The key responsibilities are detailed below but there will be other duties consistent with the role that you may be requested to undertake by your line manager.

### Main Tasks

1. To work in accordance with the organisation's financial deadlines in respect to financial processing, reporting and monitoring.
2. To ensure confidentiality at all times in relation to the organisations financial information.
3. To undertake the monthly and weekly inputting and processing of operational accounting data to include, Purchase Ledger. Ensuring the relevant approvals are sought and returned.
4. To assist with the review, input and processing of all financial returns from operational services.
5. To input and produce bank reconciliations and other balance sheet reconciliations as required.
6. To support the periodic internal auditing of financial records of operational services to ensure they remain compliant as per the finance schedule and other regularity bodies.
7. To contribute to the efficiency of the organisations financial internal control systems.
8. Accurate and timely inputting and collation of financial information to support the organisations year-end audit process.
9. Respond in a timely manner to requests for financial information from operational colleagues, using appropriate communication methods.
10. To provide support to Front Line Managers, Area Managers and Administration staff, on finance related issues within services.
11. Contribute to the preparation of service specific financial and I reports, as requested.
12. To accurately record, store and archive all information in accordance with policy and regulations.
13. Undertake other duties in relation to the broader finance team as requested by the Head of Finance or the Finance Manager.

### Abilities and Skills

14. Experience of using Microsoft Office applications to an intermediate level including: Excel and Word
15. Working with finance software and computerised systems.
16. Experience of working with highly sensitive and confidential information.
17. Experience of producing accurate and complex work, paying close attention to detail.
18. Experience of working in a logical, neat manner, with a highly organised approach to your work.
19. Experience of working to deadlines and within a monthly financial schedule.
20. An ability to work within a team or on your own initiative.
21. Able to travel as required to meet the needs of the organisation.

### Education and Experience

#### Essential

22. An interest in working within a finance team.
23. Good working knowledge of Excel and the production of financial reports and ledgers.
24. Professional written and verbal communication skills
25. Experience of building successful relationships with internal and external stakeholders.
26. Previous experience of working within a finance team

### Desirable

27. An understanding of the social care and not for profit sector.
28. Holding or working towards an accounting qualification such as: AAT or an interest in undertaking.
29. Experience of working in a computerised finance department.
30. Experience of using 'Open Accounts' accounting software package.
31. A full manual driving licence and own transport.

### Quality

32. A belief that people with learning disabilities have the right to participate in making decisions about the services they receive and to access opportunities including learning, training, employment and wider experiences.
33. A commitment to high service delivery for the people we support.
34. A commitment to the implementation of MacIntyre's Equal Opportunities Policy.
35. A commitment to upholding the organisation's DNA.

### Sustainability

36. Ensures successful compliance in relation to financial information across all services.
37. Ensure compliance to the finance teams schedules in relation to auditing, reporting and management of information.
38. Establishes and maintains successful collaborative working relationships with key stakeholders at all levels.
39. Communicates effectively using a range of techniques.

### Leadership in MacIntyre requires you to

40. Has personal integrity, with commitment to openness, inclusiveness and high standards.
41. Is committed to self-development and takes responsibility for own personal development plan.

## Person Specification

Below is a list of the typical skills, qualities and experience we would expect you to have to enable you to carry out this role successfully, and how they underpin the Responsibilities set out above in this Job Description.

Skills Qualities & Experience	People We Support	Our Staff	Quality	Sustainability
At least 2 years' experience of working with people with learning disabilities, autism or related experience.	x			
A commitment to a Person Centred Approach that is focussed on the needs and aspirations of people we support placing them at the centre of all planning.	x			
Experience of leading a team to deliver personalised services within the sector	x			
Ability to facilitate a culture of self-advocacy and co-production	x			
Skilled in identifying and accessing local networks and resources to support people to engage with new experiences and activities	x			
Experience of managing people, for example coaching, mentoring and / or supervising and appraising staff. Ability to identify and address learning and development needs of others.		x		
A working knowledge of recruitment practices including the importance of a timely, proactive, efficient approach which involves people we support		x		x
Experience of developing and maintaining effective working relationships with a wide range of stakeholders		x	x	x
Experience of leading, motivating and inspiring a team and others through your actions		x	x	
The ability to understand issues from others view points and build an atmosphere of trust and openness.		x	x	
Experience of giving and receiving (then act upon) honest and constructive feedback	x	x	x	
A working knowledge of relevant legislation including Equal Opportunities, Diversity, Human Rights, Safeguarding, Health & Safety, GDPR.	x	x	x	x
A good standard of numeracy, literacy and IT skills with the ability to effectively communicate via email, word and excel and produce written reports	x	x	x	x
A working knowledge of relevant policy, external regulators and their roles / expectations (including but not limited to CQC, CIW, HSE)	x	x	x	x
Experience of budget allocations and in particular the ability to manage available staff and other resources effectively.				x
Current driving licence (ability to travel necessary for this post) and willingness to drive company vehicles				x
Ability to achieve appropriate vocational qualifications as required.			x	x
Ability to work flexible hours including evenings, bank holidays, waking nights and weekends including on call (as and when required)	x	x	x	x