

<b>Job Title</b>	Finance Assistant	<b>Status</b>	Live V1.3
<b>Reports To:</b>	Finance Manager	<b>Date Effective:</b>	August 2020
<b>Function:</b>	Finance	<b>Grade / Salary</b>	Grade 5

**ROLE & PURPOSE OF JOB:**

The Finance Assistant is a key role in ensuring and providing an efficient, comprehensive and effective Finance service to the organisation. They will take a leading role in the day-to-day running of the finance office and will be able to carry out all the roles required with minimal supervision.

The Finance team deliver a fast paced and critical service to the organisation to enable the Humber Bridge Board (HBB) to carry out its statutory function whilst delivering a public service and help make sure HBB complies with the relevant legislation whilst maximising use of resources.

The postholder will be responsible for carrying out a range of financial duties, including:

- Processing daily income and banking transactions, with a high degree of accuracy (ie: toll income, expenses, supplier payments and payroll)
- Using the Financial software to monitor and maintain costs, produce reports and manage debtor and creditor ledgers
- Ensure compliance with financial and audit requirements and procedures
- Maintaining financial records in accordance with HBB and regulatory requirements
- Liaising with other departments and third party stakeholders on financial matters

The postholder will plan, organise and manage their own workload, participate in meetings as required and will be the first point of contact for Finance issues or queries. The postholder will also carry out administrative and confidential related tasks.

**PRINCIPAL ACCOUNTABILITIES:**
**1 Day to day finance office/clerical duties**

Provide an effective, comprehensive, efficient, and productive finance service in a timely and effective manner, collaborating with the Finance Coordinator and reporting directly to the Finance Manager on any financial matters in accordance with procedures and financial regulations.

- Deputise for the Finance Coordinator
- Responsible for daily financial transactions
- Using financial systems, both paper based and digital; ensuring accurate correlation
- Dealing with departmental and third party queries in relation to financial issues
- Ensuring procurement complies to HBB Standing Orders, including raising Orders with suppliers and reconciliation of invoices, etc
- Administrative duties relevant to ensure the appropriate service level
- Liaise with and develop good working relationships with both internal and external partners and customers

<b>2</b>	<p><b>Maintain financial software systems/databases</b></p> <p>Keeping all systems up to date and accurate including Sage and Excel, while adhering to financial regulations and procedures, including purchase ledger, sales ledger, payroll, and bank.</p> <ul style="list-style-type: none"> <li>• Inputting and extracting data, requisitions, purchase orders, invoices, credit notes, Toll income, refunds, and bank payments</li> <li>• Validation of data including bank statements, investments, and supplier statements</li> <li>• Accurately checking the quality of data on appropriate systems, including reconciling and reporting discrepancies to the Finance Coordinator</li> <li>• Creating, collating, analysing, and distributing reports to assist the Finance Coordinator and Finance Manager.</li> <li>• Ensure all input is accurate, understandable, and detailed, keeping in-line with procedures and timescales</li> </ul>
<b>3</b>	<p><b>Process and prepare financial and business forms</b></p> <p>Execute work in a timely, accurate and efficient manner for the purpose of checking account balances, facilitating purchases and payments in line with finance processes. Including liaising with members of the finance team, other departments and external businesses and authorities when necessary.</p> <ul style="list-style-type: none"> <li>• Requisitions</li> <li>• Purchase Orders</li> <li>• Invoices</li> <li>• Statements</li> <li>• Account applications</li> <li>• Supplier / Customer details forms</li> <li>• Bank statements</li> <li>• Remittances</li> <li>• Refunds</li> <li>• Cheque processing</li> </ul>
<b>4</b>	<p><b>Payroll and Pensions</b></p> <p>Responsible for the document collation, checking, processing and presentation prior to input and authorisation. This information is of a confidential and highly sensitive nature and requires a degree of professionalism, interpretation, and initiative.</p> <ul style="list-style-type: none"> <li>• Collation of overtime including checking calculations, hours, dates, and signatories</li> <li>• Expenses &amp; mileage claims</li> <li>• Collation of HR documentation including variations to contracts, sickness, amendments, and any other supplementary documentation.</li> <li>• Processing of relevant payroll reports in a timely manner and checking against all payroll documentation and abiding by all GDPR, payroll and financial regulations.</li> <li>• Process all payroll payments by agreed dates including PAYE, national insurance, union deductions, pensions, salaries, and student loans.</li> </ul>

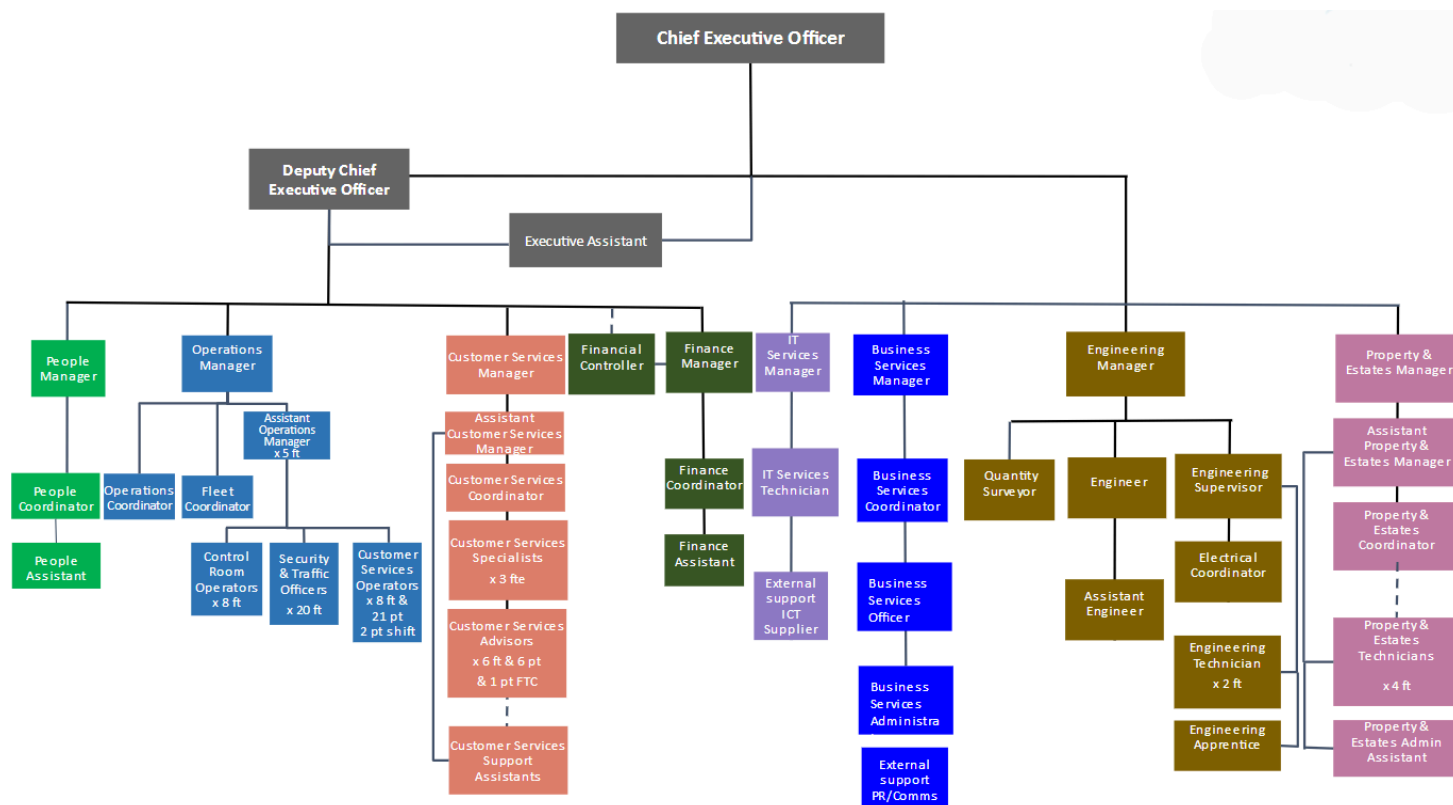
5	<p><b>Toll Income</b></p> <p>Reconcile daily income using the bespoke in-house Tolling system software program, together with Sage, reporting discrepancies in a timely manner.</p> <ul style="list-style-type: none"> <li>• Export all daily Income from our in-house tolling software</li> <li>• Reconcile Income received in the bank to toll income reconciliation</li> <li>• File all records in accordance with financial regulations and finance procedures</li> </ul>
6	<p><b>Compliance and Statutory Obligations</b></p> <ul style="list-style-type: none"> <li>• Comply with all up to date UK employment law legislation</li> <li>• Comply with Humber Bridge Acts 1959 and 2013</li> <li>• Comply with the Constitution and Standing Orders</li> <li>• Comply with the Humber Bridge Byelaws</li> <li>• Comply with Data Protection and General Data Protections Regulations (GDPR)</li> </ul>

**CORPORATE RESPONSIBILITIES:**

1.	<p><b>GENERAL</b></p> <p>The above principal duties and responsibilities do not include or define all the tasks which may be required to be undertaken. The postholder must be flexible to ensure the operational needs of the organisation are met. This includes the undertaking of duties of a similar nature and responsibility as and when required.</p>
2.	<p><b>DIGNITY AT WORK</b></p> <p>To show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assist in ensuring equal access to services and employment opportunities for everyone and promotes equal opportunities across the business.</p>
3.	<p><b>HEALTH AND SAFETY</b></p> <p>The Health and Safety at Work etc Act 1974 and associated legislation places responsibilities for health and safety on the Humber Bridge Board, as your employer and you as an employee. In addition to the Board's overall duties, the post holder has personal responsibility for their own health, safety and wellbeing and that of other employees; additional and more specific responsibilities are identified in the Board's Health &amp; Safety policy and associated procedures.</p>

JOB CHARACTERISTICS: The post has the following characteristics	
✓	Postholder will be required to have a range of either professional or specialist knowledge or experience.
✓	Role has a requirement to identify and establish relevant policies and practices within their specific area of responsibility.
✓	Support senior managers and the finance team with the provision of financial information and support.
✓	Role is required to monitor budgets in line with corporate policy.
✓	Role has the authority to make key decisions impacting on the Principal Accountabilities.

**ORGANISATION CHART:** The chart shows this post, its peers, reporting lines and management tier



#### RESOURCE MANAGEMENT:

1.	<b>Direct Responsibility for Staff:</b> N/A
2.	<b>Responsibility for Third Parties:</b> <ul style="list-style-type: none"> <li>Responsible for maintaining effective working relationships with external partners and stakeholders on behalf of Chief executive officer</li> <li>Liaises with external customers, requiring assistance, advice and information with regards to the organisation and Finance department</li> </ul>
3.	<b>Direct Responsibility for Budgets:</b> N/A
4.	<b>Responsibility for Physical Resources / Assets:</b> Normal office furniture and equipment, data systems which hold information of a complex, confidential or sensitive nature.

<b>WORKING RELATIONSHIPS:</b>	
1.	<b>Within own Function:</b> Develop professional working relationships to support, challenge and inform decision making
2.	<b>Within the wider Business:</b> <ul style="list-style-type: none"> <li>Staff - develop professional working relationship to support, challenge and inform decision making</li> <li>Data Protection Officer - collaborate on data protection matters</li> </ul>
3.	<b>External Parties to the Business:</b> <ul style="list-style-type: none"> <li>Auditors - collaborate on operational aspects for audit purposes</li> <li>External suppliers - develop professional working relationships to ensure an efficient and cost effective service is provided at all times</li> </ul>

<b>WORKING CONDITIONS INCLUDING PHYSICAL &amp; EMOTIONAL DEMANDS</b>		
	<i>State for each: Not Applicable, Low, Moderate, High, Very High, Intense</i>	Supporting Information (if applicable)
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that are normally incurred in a day to day office environment).	Low	
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	N/A	
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.	Moderate	Need for accuracy in work carried out to ensure compliance with regulatory needs. Nature of service delivery often requires and has critical timelines ie: Audit, Payroll, Budgets, Board papers.

PERSON SPECIFICATION			
<p>The information listed as essential is used as part of the job evaluation process.</p> <p>The requirements identified as desirable are used for recruitment purposes only.</p>		<b>Essential or Desirable</b>	<b>How identified</b> A - Application/CV C - Certification I - Interview P - Presentation T - Test/Assessment
<b>1.</b>	<b>Qualifications:</b>		
	Good level of secondary school education including Maths and English at GCSE C or equivalent	Essential	A / C
	AAT Level 2 or equivalent, or willingness to undertake the qualification	Essential	A / C
	Evidence of Continuing Professional Development	Desirable	A / C
<b>2.</b>	<b>Relevant Experience:</b>		
	Proven experience of working within a Finance team for a similar organisation and environment	Essential	A / I
	Experience of working with information to ensure confidentiality	Essential	A / I
	Experience of analysing information and problem solving	Essential	A / I
<b>3.</b>	<b>Skills (including thinking challenge/mental demands):</b>		
	Excellent administrative, organisational and time management skills with the ability to work efficiently and accurately, meet deadlines and stay calm when under pressure	Essential	A / I
	Ability to adhere to a strict code of confidentiality	Essential	I
	Ability to work effectively on your own and as part of a small team	Essential	A / I
	High literacy and numeracy skills.	Essential	A / I
	Proficient in record keeping and database management	Essential	A / I
	Proficient in the use of IT programmes including G-Suite, Microsoft packages including Outlook, Word and Excel.	Essential	A / I
	Ability to work in a high profile and pressured environment, where mistakes may be extremely damaging to the wider objectives and the credibility of the organisation	Essential	I
<b>4.</b>	<b>Knowledge:</b>		
	Work confidentially and in line with the Data Protection Act and GDPR	Essential	A / I
	Working knowledge of Sage or a similar Financial System	Essential	A / I
	Good knowledge of finance office procedures and processes	Essential	A / I

<b>5.</b>	<b>Interpersonal/Communication Skills:</b>		
	<b>Verbal Skills</b>		
	Driven, determined, hands on, pragmatic, confident and personable	Essential	A / I
	Excellent communication, interpersonal and analytical skills	Essential	A / I
	Ability to work collaboratively developing productive relationships internally across all levels of the business and externally	Essential	A / I
	Excellent customer care skills, including diplomatic and sensitive response/approach to challenging and difficult situations	Essential	A / I
	Demonstrates integrity in all business interactions and honours personal commitments.	Essential	A / I
	<b>Written Skills</b>		
	Excellent written skills, must be able to present any written information clearly and concisely in order to convey guidance or information relating to queries from a routine and complex nature e.g. email correspondence and reports	Essential	A / I
	Able to produce management information and reports	Essential	A / I
<b>6.</b>	<b>Other: If there aren't any state 'none'</b>		
	Experience of working within a Commercial Organisation	Desirable	A / I

The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.

#### **Values & Competencies:**

The values listed below are all essential requirements for working at the Humber Bridge Board in a leadership role; however, those that have been marked as essential have been identified as key for this role and will be measured as part of the selection process. They are not required to be addressed in your application.







#### **Leadership Competencies**

Focus on excellence	Essential	
Performance and resource management	Essential	
Creativity and energy	Essential	
Personal credibility	Essential	
Collaborative working	Essential	



**HBB's Mission Statement is: "keeping the region connected, whilst providing safe, sustainable and reliable use of the bridge and estate" and key to this are the values listed below**

### Embedding our values into working practice – Our Behaviours

	Value	Meaning	Supporting Behaviours
	Healthy and safe	Creating a healthy and safe environment for everyone	<ul style="list-style-type: none"> <li>• Take responsibility for health and safety</li> <li>• Be Supportive, empathetic, and caring</li> <li>• Wellbeing is at the heart of what we do</li> </ul>
	Unique	We are a regional icon	<ul style="list-style-type: none"> <li>• Pride in what we do</li> <li>• Demonstrate resilience</li> <li>• Embrace flexibility</li> </ul>
	More than a Bridge	The bridge is a community, and the community is the bridge	<ul style="list-style-type: none"> <li>• Engaged with our community</li> <li>• Promote and demonstrate inclusivity</li> <li>• Be an ambassador of the Humber Bridge</li> </ul>
	Best at what we do	Be the best at what we do and exceed expectations	<ul style="list-style-type: none"> <li>• Accountable and behave with integrity</li> <li>• Bring a positive attitude</li> <li>• Customer focussed in all that we do</li> </ul>
	Everyone matters	Everyone is important and everyone matters	<ul style="list-style-type: none"> <li>• Respect for everyone</li> <li>• Always act with consideration</li> <li>• Always work together</li> </ul>
	Resourceful	Innovative and efficient in the approach to using our limited resources	<ul style="list-style-type: none"> <li>• Innovative in our approach</li> <li>• Transparent with our decisions</li> <li>• Be efficient to get the best results</li> </ul>

<b>Disclosure of Criminal Record:</b> <i>Note: For Standard, Enhanced, Enhanced &amp; Barring List Disclosures the candidate is required to declare full details of everything on their criminal record. In any event where the post holder requires a 'Basic Disclosure' or no disclosure is required, the candidate is required to declare unspent convictions only.</i>		
Is a DBS Disclosure Required? Mark as essential if the post holder requires a DBS disclosure with a satisfactory check as a condition of their employment.	No	
State type of check required: <i>no disclosure, Basic, Standard, Enhanced, Enhanced &amp; Barring List Disclosure</i>	<i>No disclosure - the candidate is required to declare unspent convictions only</i>	

I confirm I have read, understood and agree to the Job Description which outlines the purpose of my role. I also understand the job description may need to change over time and this will be done by consultation.

Signed by:	
Name:	
Date:	