

Finance Assistant

Auriga Services Ltd works with some of the largest utility companies in the UK, having established ourselves as a leading not-for-profit organisation. With a focus on the provision of financial services to charitable trusts, the company provides a number of services including debt advice, income maximisation and welfare benefits to individuals who are vulnerable or facing financial hardship.

The business is looking to recruit a Finance Assistant to contribute to the success of the finance department and to assist with the thriving business growth. The successful candidate will be responsible for supporting the finance team to provide an exceptional service on behalf of charitable trust funds and Auriga Services Ltd.

Salary: £18,000 - £22,000pa

Reporting to: Management Accountant

Contract type: Full time (37.5 hrs), permanent (subject to a three month probation period)

Location: Sutton Coldfield, Birmingham

Closing date: 19 September 2018

Interview date: Week commencing 24 September 2018

Please forward your CV, together with a covering letter to:

Paula Ward
Senior Management Accountant
pward@aurigaservices.co.uk

IMPORTANT: Please ensure that your covering letter explains why you are suited to this specific role at Auriga Services.

If you would like further information about the role please contact Nighat Muhammad or Paula Ward on 0121 362 3606.

www.aurigaservices.co.uk

Responsibilities

- Making emergency fuel payments through the Paypoint system for Local Authority and utilities customers.
- Assisting with e-mail and telephone queries relating to emergency fuel payments.
- Updating and maintaining the Auriga database with emergency fuel payment information.
- Processing and reconciling purchase ledger transactions through Sage 50 accounts and Auriga database.
- Reconciliation of supplier statements and dealing with queries.
- Checking, processing and recording supplier payments.
- Processing water grant payments, generating payment reports and sending the reports to the water companies.
- Undertaking ad-hoc duties such as dealing with correspondence, filing and photocopying.
- Assisting at year end with auditors and their queries.
- Assisting colleagues with any other ad-hoc duties as and when necessary.

Qualifications

- GCSE Mathematics and English

Skills and Experience

- Strong customer service background is essential
- Experience of dealing with vulnerable customers is desirable
- Experience of managing a purchase ledger is desirable
- Experience of working in an accounts office is desirable
- Experience of using Sage Line 50 is an advantage.
- Excellent verbal and written communication skills.
- Excellent keyboard and computer skills, including a good knowledge of Microsoft Excel and Microsoft Office.
- Ability to work in a strictly confidential manner.
- Ability to manage and prioritise own workload.
- Determination and self-motivation.
- Ability to work on own initiative and as part of a team.
- Flexibility and enthusiasm towards approach to work.
- Adaptable to growth and change and to continuously seek improved ways of working.
- A positive and supportive attitude toward all colleagues.
- Experience in working within the charity sector would be advantageous.

Finance Department Structure

