



auriga

Changing lives every day

Finance Assistant

FTE £19,000

12 month contract

Auriga Services Ltd

Emmanuel Court, 12-14 Mill Street

Sutton Coldfield, B72 1TJ

www.aurigaservices.co.uk

Registered in England. Company number 5093179

ABOUT AURIGA

Auriga Services is a dynamic, fast growing public benefit entity with a vision to support three million healthy homes by 2030.

With a record of accomplishment spanning 22 years, we are mature enough to provide outstanding service through the application of extraordinary levels of skills and experience. We manage combined annual funds of over £15 million helping people alleviate their debt and realise income and benefits that make a real difference to the quality of their lives.

We achieve all this through the administration of charitable trust funds, realisation of Welfare Benefits, Debt Advice, Welfare Reform services and emergency fuel payments.

Our clients are the major water and energy utility companies, local authorities and the NHS.

WHY WORK AT AURIGA

We are seeking exceptional people with passion, enthusiasm, and ability to join and make our mission a reality.

- ★ A job and a career with induction, training and development
- ★ Holiday entitlement starts at 28 days and increases with length of service
- ★ Working patterns and hours that can be flexible, subject to meeting business needs
- ★ Generous pensions contribution
- ★ Location close to Sutton Coldfield centre and 2 minutes from Sutton Coldfield station

JOB PURPOSE

The business is looking to recruit a Finance Assistant to contribute to the success of the finance department and to assist with the thriving growth.

We are a small team of eight so the successful candidate will be expected to take on a wide range of duties to help the finance team to provide an exceptional service.

Salary:	£19,000 per annum
Reporting to:	Finance Manager
Contract type:	Full time (37.5 hrs), 12 months, flexible working available

DUTIES AND KEY RESPONSIBILITIES

- ★ Maintain or assist with the maintenance of purchase ledgers
- ★ Process grant payments, generate payment reports and send reports to water/energy companies
- ★ Process payments for Debt Relief Order fees and bankruptcy fees
- ★ Make online bank payments
- ★ Prepare or assist with bank, water and Further Assistance Payment reconciliations
- ★ Make emergency fuel payments through the PayPoint and Post Office systems
- ★ Input emergency fuel payment voucher redemptions and other information as necessary to the Auriga database
- ★ Respond to email queries from clients related to the provision of emergency fuel vouchers
- ★ Assist Auriga First with more complex emergency fuel queries
- ★ Assist with reconciliations relating to emergency fuel vouchers
- ★ Assist with the preparation of monthly management accounts
- ★ Assist with maintaining the fixed assets register
- ★ Assist with audits (preparing information for the auditors and helping with queries)
- ★ Ad-hoc finance responsibilities as and when they arise.

Key Skills & Behaviours

- ★ Excellent verbal and written communication skills
- ★ Good knowledge of Microsoft Excel and Outlook
- ★ Good organisational skills – able to manage and prioritise own workload with minimal supervision
- ★ Able to work in a strictly confidential manner
- ★ Team player
- ★ Able to work under pressure and to tight deadlines
- ★ Accurate and good at attention to detail
- ★ Confident and approachable
- ★ Flexible and adaptable

Education and Experience

- ★ GCSE Mathematics and English
- ★ Experience of working in a finance office (desirable)

HOW TO APPLY

Please forward your CV, together with a covering letter to: pward@aurigaservices.co.uk

IMPORTANT: Please ensure that your covering letter explains your motivation for applying to Auriga Services. Applications without a covering letter will be automatically rejected.

If you would like further information about the role, please contact Beverley Renwick at brenwick@aurigaservices.co.uk or Paula Ward at pward@aurigaservices.co.uk.