



Changing lives every day

Finance Assistant

Contract: Fixed Term 12 months

Monday – Friday, 9am – 5pm

37.5 hours per week

Salary: £19,305 FTE

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.

We are located in Sutton Coldfield in the West Midlands, but are open to candidates who can split their time between the office and working remotely.

Joining us at our friendly, inclusive office, you will receive a range of benefits including generous annual leave entitlement, a great pension scheme and hybrid working opportunities.

Responsibilities

Role responsibilities will include but are not limited to:

- ★ 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;
- ★ Support Operations department with more complex emergency fuel queries;
- ★ Support with reconciliations relating to emergency fuel vouchers;
- ★ Assist with the preparation of monthly management accounts;
- ★ Assist with maintaining the fixed assets register;
- ★ Support with audits (preparing information for the auditors and helping with queries);
- ★ Ad-hoc finance responsibilities.

Key Skills and Attributes

The ideal candidate for the role would have the following:

- ★ Good verbal and written communication skills;
- ★ Knowledge of Microsoft Excel and Outlook;
- ★ Ability to manage and prioritise own workload;
- ★ Ability to work in a strictly confidential manner;
- ★ Ability to work on own initiative and as part of a team;
- ★ Able to work under pressure and to tight deadlines;
- ★ Accurate and good attention to detail;
- ★ Confident and approachable;
- ★ Adaptable to growth and change and to continuously seek improved ways of working.

Education and Experience

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

A Little 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 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 making 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 for Auriga

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

- ★ An exciting career with induction, training and development opportunities
- ★ Holiday entitlement starts at 28 days and increases with length of service to a maximum of 5 extra days
- ★ Hybrid working and flexible working patterns, subject to business requirement
- ★ Generous pension contribution
- ★ Employee Assistance Programme
- ★ Location close to Sutton Coldfield centre and 2 minutes from Sutton Coldfield train station
- ★ Equal Opportunities Employer

Interested? Here's How to Apply:

Please forward an up-to-date CV, together with a cover note expressing your motivation for applying to: **Kim Williams, HR Advisor** – hr@aurigaservices.co.uk
Closing date: 12th August 2022

Auriga Services is an Equal Opportunities employer. We will use appropriate job descriptions, objective assessment methods and active consideration will be given to all applicants regardless of their age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.

