Halton Credit Union

JOB DESCRIPTION

Role Name	Finance Assistant
Key Focus/ Role Purpose	To assist the Finance Manager to oversee the financial activity within HCU and the relevant operational activities.
Reports To;	Finance Manager
Salary Banding	Grade C 18k to 20k

Key Activities

Role Specific

1. To assist in the preparation of the financial budget, forecast and analysis.
2. To assist with all duties of the Finance Manager and will include the nominal leger, on line banking, prepaid card, bank reconciliation, month ends procedures, payroll
3. Produce reports for the Finance Manager and Treasure; preparation of Board reports for non-financial Board members. Legal returns to the regulator
4. Assistance and support to the Finance Staff and Credit Control Team

General

5. To provide financial management and guidance to all staff where appropriate
6. interviewing of members and agreeing arrangements in more complicated account queries in co-operation with the Credit Control Team
7. To work alongside managers to assist with duties as required and will include payroll & HR duties; month end procedures; legal returns & financial reporting
8. To undertake any other duties as may be directed by Senior Managers from time to time

Key Knowledge, Skills and Experience

Knowledge:

- Financial Accounting and Reporting
- Budget setting, management and monitoring
- Keyboard/IT skills and working knowledge of all relevant software

Knowledge desirable

- Understands the Governance and financial requirements of the Credit Union Sector

Skills Essential

- Must have or working towards an accounting qualification
- To be able to process information with a high level of detail and care, analysis of accounts
- Must be able to meet tight deadlines
- Good communication and interpersonal skills
- Ability to understand and carry out instructions

Skills desirable

- Financial Experience in a similar field
- Be able to calm distressed members and staff with both Compassion and Empathy
- Decision making on both staff & members and recording of such decisions
- Able to deal with team members to train and support using the appropriate style
- Keyboard/IT skills and working knowledge of all relevant software