



Job Description – Finance Assistant

Role Summary

Reporting to the Head of Finance, the Finance Assistant work as part of the Finance team with primary responsibility for the accurate completion of bank reconciliations and the administration of the accounts payable function.

Key Responsibilities

- Perform daily, weekly and monthly bank reconciliations accurately and on a timely basis
- Take ownership of the end-to-end Accounts Payable function
- Assist with general ledger postings and maintenance
- Assist in preparation for external and internal audits
- Assist in maintaining accurate financial records
- Ensure compliance with credit union policies and relevant regulations (e.g., GDPR, Anti-Money Laundering) in all tasks

Other Responsibilities

- Participate in credit union events including the Annual General Meeting
- Maintain a courteous, professional, and confidential approach in all interactions.
- Perform other duties as delegated by the Head of Finance, including a range of administrative and organisational tasks.

Individual Compliance Responsibilities

The Finance Assistant must maintain a thorough understanding of and adhere to all credit union policies, procedures, and regulatory requirements.

Main Performance Measures

- Accurate and timely completion of financial duties, including reconciliations and ledger administration.
- Efficient and well-controlled Accounts Payable function.
- Quality of administrative support provided to the Finance Team and overall office operations.
- Positive contribution to the smooth and efficient running of the credit union.

Required Skills & Qualifications

Essential

- Relevant experience in a finance, accounts payable, bookkeeping or accounting role
- Proven experience in completing bank reconciliations
- Strong attention to detail and accuracy
- Excellent organisational and time management skills
- Proficient in Excel



Desirable

- Accounting Technician qualification or equivalent
- Experience working in a financial services or Credit Union environment
- Experience using Progress Banking General Ledger