



JOB DESCRIPTION

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JOB TITLE:	Graduate Finance Assistant
LOCATION:	Newlon House, 4 Daneland Walk, Hale Village, N17 9FE
SALARY:	£23,327 per annum, plus eligibility to participate in the Performance Related Pay Scheme
REPORTING TO:	Senior Finance Business Partner

B MAIN OBJECTIVES

To provide support to the work of the group Decision Support Team

C SPECIFIC TASKS AND RESPONSIBILITIES

Key Tasks and Responsibilities		Performance Standards and Outcomes
1.	To provide assistance to the Senior Finance Business Partner and other members of the Decision Support Team as required	<p>To prepare month end journals for review by Business Partners</p> <p>To prepare monthly reconciliations for review by Business Partners</p> <p>To deal with queries from budget holders</p> <p>To conduct account reconciliations as agreed with the Senior Finance Business Partner within the agreed timescales</p> <p>To ensure that all periodic adjustments are documented and processed correctly and promptly</p> <p>To carry out Variance Analyses as agreed with Finance Business Partners</p> <p>To assist Finance Business Partners in ad-hoc projects as and when required</p>

Key Tasks and Responsibilities		Performance Standards and Outcomes
2.	To work with the Senior Finance Business Partner in putting together the required information for the statutory audit.	To prepare the necessary supporting information for the statutory accounts as agreed
3.	To be responsible for the journals files and all supporting documents	To maintain journal files and ensure all journals and supporting documentation are filed in an accurate and timely manner
4.	To study towards a professional accounting qualification (ACA/ACCA/CIMA)	Pursue one of three professional accounting qualifications and pass a set number of exams per year as agreed with the Senior Finance Business Partner.
5.	To participate in the Finance Team activities	Participate in an active and constructive manner in team meetings and other events. Ensure behaviour reflects Newlon's brand and approach to diversity and equal opportunities.
6.	To contribute to maintaining an effective work-place	All aspects of corporate policies, such as Health and Safety, Diversity, Sustainability and Data Protection adhered to. Newlon Gold objectives of reliability, consistency and speed built into all activities. Newlon Gold behaviours of working together, solving problems, taking ownership and customer focus built into all activities.

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.