



## **Job Description**

- A**    **JOB TITLE:**                    **Finance Apprentice - (Financial Processing)**
- LOCATION:**                        **Newlon House, Hale Village, N17 9FE**
- SALARY:**                        **£17,909 per annum plus eligibility for performance related bonus**
- REPORTING TO:**                **Team Leader – Accounts Payable**

## **B**    **MAIN OBJECTIVES**

To take responsibility for processing and allocating debtor cash receipts and assisting in processing supplier payments and rent transactions for Newlon group companies.

<b>Key Tasks and Responsibilities</b>		<b>Performance Standards and Outcomes</b>
1.	To assist in the processing of purchase invoices for the group	<ul style="list-style-type: none"> <li>• Ensure that all invoices are correctly and promptly processed.</li> <li>• Invoices are filed on a weekly basis.</li> <li>• Highlight any particular difficulties arising on supplier invoices by bringing to the attention of the Finance Manager.</li> </ul>
2.	To assist in processing supplier payments	<ul style="list-style-type: none"> <li>• Process supplier payments by BACS.</li> <li>• Process cheque payment requests and bank transfers as required.</li> </ul>
3.	To assist in processing payments for rent accounts	<ul style="list-style-type: none"> <li>• Process tenant payments by BACS, cheque payments and bank transfers as required.</li> </ul>
4.	Reconcile supplier and other creditor accounts on a regular basis	<ul style="list-style-type: none"> <li>• All month end reconciliation and schedules are produced on time.</li> <li>• Check and reconcile supplier statements on a regular basis.</li> <li>• Assist in the month end management accounts and year -end audit work as required.</li> </ul>
5.	Responsible for opening Finance team post and onward distribution	<ul style="list-style-type: none"> <li>• Post is distributed accurately on a daily basis.</li> </ul>
6.	Assist in the administration and maintenance of the procurement system, IPOS	<ul style="list-style-type: none"> <li>• New suppliers and amendments to supplier details, excluding bank details, are processed in an accurate and timely manner.</li> <li>• Process properly approved IPOS users set ups, reset passwords, code access</li> </ul>
7.	Responsible for the filing of supplier payment runs  Handling purchase ledger 'customer' queries	<ul style="list-style-type: none"> <li>• Weekly payment run documents are filed promptly and accurately</li> <li>• Responding to telephone and email queries from both internal and external customers in a helpful and timely manner.</li> </ul>

<b>Key Tasks and Responsibilities</b>		<b>Performance Standards and Outcomes</b>
8.	Responsible for the allocation of non-rent sales cash	<ul style="list-style-type: none"> <li>• Allocate and process all sales invoice cash promptly and accurately upon receipt, reconcile the debtor cash control account each month and ensure all customers' remittance advices are filed in accordance with the group credit control policy</li> </ul>
9.	Participate in the Finance Team activities	<ul style="list-style-type: none"> <li>• Participate in active manner and constructive manner in team meetings and other events.</li> <li>• Ensure own behaviour reflects Newlon's brand and approach to diversity and equal opportunities.</li> </ul>
10.	Contribute to maintaining an effective work-place	<ul style="list-style-type: none"> <li>• All aspects of corporate policies, such as Health and Safety, Diversity, Sustainability and Data Protection adhered to</li> <li>• Newlon Gold objectives of reliability, consistency and speed built into all activities.</li> <li>• Newlon Gold behaviours of working together, solving problems, taking ownership and customer focus built into all activities</li> </ul>
<p>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.</p>		