



**Broadband for the Rural North Ltd, Station Yard, Melling, Carnforth LA6 2QY
Registration no. 31352R**

JOB DESCRIPTION

Name:
Position: Assistant Finance Officer
Reports to: Finance Officer in liaison with the Head of Administration
Line Manager to: none
Salary Band: £20k to £23k

ROLE

Assist the Finance Officer in the running of day-to-day accounting and administrative tasks including inputting into Sage.

RESPONSIBILITIES:

- Provide administrative support to the Finance department.
- Provide reports to budget holders showing monthly spend against budget to date.
- Be involved in setting up a new 3rd party software package to process monthly invoices.
- Continue to be involved and responsible for the daily running of the new sales software package.
- Answer questions and provide assistance to stakeholders, customers and suppliers as appropriate.
- Enter and code financial transactions appropriately on to Sage:
 - Purchase invoices: raise purchase orders as approved and reconcile to purchase invoices, check payment terms and check for accuracy.
 - Sales invoices: be responsible for customer accounts, opening new accounts, processing direct debits via GoCardless, credit control, correct entry errors, produce credit notes.
 - Relate entries to specific build groups where applicable.
- Reconciliation of Subs Bank Account, GoCardless, Build Group expenses.
- Manage Petty Cash transactions and reconcile cash-in-hand at the end of each month.
- Process monthly mileage and expense claims.
- Check and monitor spend on fuel cards.
- General filing.
- Assist the Finance Officer in the production of other financial information, reports and spreadsheets that maybe required.
- Continually look to identify areas for improvement and develop processes that will enhance the level of service offered to Finance department stakeholders.
- Undertake appropriate training and personal development as required for the role.
- Support the work of the Finance department where necessary in the event of sickness, holiday cover or other exceptional circumstances.
- Provide support to the Front Desk during busy periods and provide cover during holidays.
- Assist with and attend meetings, open days and other B4RN events – these can sometimes take place outside usual office hours.
- Any other duties as may be required, consistent with the position.