



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

## JOB DESCRIPTION

Name:  
Position: **Administrative Assistant - Finance**  
Reports to: Finance Officer  
Line Manager to: none  
Salary Band: £17k to £20k

**This is a temporary post for 4 months**

### 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.
- 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.
- General filing.
- Assist the Finance Officer in the production of financial information, reports and spreadsheets that maybe required.
- Reconciliation work when required.
- Support the work of the Finance department where necessary in the event of sickness, holiday cover or other exceptional circumstances.
- Undertake appropriate training and personal development as required for the role.
- Any other duties as may be required, consistent with the position.

### REQUIREMENTS

- Good computer literacy skills, including the standard Office programmes, as well as Sage or similar accounting packages
- Possess a high level of attention to detail with accuracy.
- Possess good organisational skills with the ability to work effectively as part of a team.
- Excellent verbal and written communications skills.
- Excellent customer service skills.
- Be professional, enthusiastic & responsive in nature.
- Be reliable, punctual and confidential.