



## JOB DESCRIPTION

<b>Job Title:</b>	Finance Assistant
<b>Full / part time:</b>	Part Time
<b>Reporting to:</b>	Support Team Manager

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### **Job Purpose:**

To provide assistance to the financial controller to ensure that the financial function within Inspire runs effectively and efficiently.

Your role will be to assist the financial controller with the day to day finances and take responsibility for the day to day in the financial controllers absence.

The function of the support team is to ensure that the business runs as smoothly and efficiently as possible, ensuring that the whole Inspire team are supported with day-to-day needs which ultimately can make them more efficient and effective.

### **Principal Duties and Responsibilities:**

Assist the financial controller with the day to day finances ensuring that the financial function within Inspire runs effectively and efficiently, to do this you will assist the financial controller with the assignment of projects and tasks, which include:-

- To be responsible for the debt collection process within Inspire
- To carry out bank reconciliations on a daily basis
- To be responsible for producing and sending out monthly statements to the client base
- To assist the financial controller with the day to day finance for Inspire
- To assist the support team manager with the month end billing and ad-hoc bills during the month
- To assist the support team manager with billing queries
- To be responsible for raising of invoices for the wider team during the month
- Any other duties commensurate with the level of responsibility of this role