A colorful text on a white background

Description automatically generated

Senior Finance Assistant

**Purpose:**

The Senior Finance Assistant plays a critical role in Brandon’s Income team, ensuring the effective management of all income-related processes to support accurate, timely, and efficient revenue recognition. This role is responsible for generating and validating invoices, managing contracts and income records, supporting financial reporting, and applying proactive credit control and cash allocation practices. Acting as a subject matter expert in income operations, the postholder will collaborate closely with Finance Business Partners and other internal stakeholders to drive continuous improvement, maintain financial accuracy, and contribute to the overall financial stability and performance of the organisation

**Objectives:**

**Invoicing and revenue recognition**

* Generate accurate sales invoices by collecting, validating, and processing data in line with invoicing schedules, ensuring timely and correct revenue recognition.
* Reconcile recorded support hours with contracts and generate invoices accordingly, ensuring Local Authority requirements and deliverables are met.
* Liaise with Locality Managers weekly to collect and validate hours of support delivered, ensuring accurate billing and contract alignment.
* Resolve invoicing and payment queries with Local Authorities, internal stakeholders, and representatives of individuals supported, minimising delays in payment.

**Contract and system management**

* Maintain 99%+ accuracy of contract data within the contract management system (currently B-Con), ensuring alignment with expected service delivery.
* Ensure consistent and accurate use of systems such as Microsoft Excel, SharePoint, and other digital tools to improve finance process efficiency.
* Contribute to the documentation and continuous improvement of processes, including the development and maintenance of procedures for income operations.

**Credit control and cash management**

* Undertake credit control activities in line with Brandon’s policies, ensuring prompt collection of outstanding debts and escalating issues as required.
* Achieve and maintain an average of 25 days outstanding on the sales ledger, including both invoiced and accrued/deferred income.
* Allocate and match 100% of incoming payments accurately and in a timely manner, minimising unallocated cash and discrepancies.

**Reporting and period-end activities**

* Ensure month-end close activities are completed within 2 working days, supporting accurate financial reporting and performance tracking.
* Support preparation of monthly and year-end financial reports by providing timely and accurate income-related data.

**Key Relationships**

* Income Manager, Finance Business Partners, Management Accountant Team
* Internal customers and other stakeholders
* Commissioners and suppliers

# Knowledge, skills, and experience

* Strong financial acumen with the ability to interpret, investigate, and explain financial information and variances.
* Confident in managing and maintaining financial ledgers, including prepayments, accruals, bank reconciliations, sales ledgers, and credit control processes.
* Skilled in using Microsoft Excel, SharePoint, and other Microsoft tools, as well as accounting systems (ERP), to manage transactional finance activities efficiently.
* Familiarity with working in or supporting the not-for-profit or social care sector, particularly in relation to Local Authority contracts and funding processes.
* Understanding of VAT considerations for charities and awareness of voluntary sector accounting and Charity Commission reporting requirements (desirable).
* Experience supporting the production of budgets, financial management reports, and working collaboratively to interpret and present financial data (desirable).
* Comfortable engaging with external stakeholders such as auditors, councils, or funding bodies to support compliance and reporting activities (desirable).

**FUNCTIONAL SKILLS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Data Literacy** | | | | |  | **Digital Skills** | | | | |  | **Governance and Compliance** | | | | |  | **Commercial Awareness** | | | | |  | **Health and Safety** | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Inclusion** | | | | |  |
|  |  |  |  |  |  |

#### BEHAVIOURS

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Equip** | | | | |  | **Involve** | | | | |  | **Support** | | | | |  | **Recognise** | | | | |  | **Challenge** | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

COMPETENCIES

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Planning and organising** | | | | |  | **Customer Centric** | | | | |  | **Attention to detail** | | | | |  | **Self motivation** | | | | |  | **Team work** | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Resilience and perseverance** | | | | |  | **Initiative** | | | | |  | **Influencing and persuading** | | | | |  | **Problem solving** | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |