Job Description

**1. Job Details:**

**Job title:** Finance Assistant

**Division:** Blakemore Trade Partners

**Department:** Trading

**Responsible to:** Finance Manager

**2. Job Purpose:**

* To collate and report accurately and timely commercial information

**3. Key Tasks / Responsibilities:**

* Maintain supplier revenue calendar
* Ensure all income goes into correct income nominal
* Checking period and quarter accounts
* Checking year end accounts
* Produce period, quarter and year end reports
* Maintain up to date supplier agreement forms
* Product and price queries of contracts Aramarks, NAAFI
* Ensure the maintenance of MRG by administration of suppliers, customers and products, producing end of quarter reports to pay retailers and collect monies from suppliers
* Produce and circulate Must Stock reports and produce Management summary report each month
* Ensure Independent scanning data is polled. Liaise with Retail Operations and Computer department to resolve any issues
* Promotional Analysis of Wholesale sales and Retail scanning sales.
* General spreadsheet and database administration as required
* Business Objects reporting and analysis

**4. Financial Responsibilities:**

* None

**5. Generic Responsibilities**

* Ensure compliance with all aspects of “The Blakemore Way” and appropriate levels of the Competency Framework
* Maintain employee and organisational confidentiality in line with Data Protection Act
* Demonstrate commitment to Equality and Diversity
* Comply with Health and Safety responsibilities in line with the company Health, Safety & Environmental Policy
* Comply with all other policy and legal requirements in relation to role

**6. Other:**

This job description describes the main responsibilities of the post holder but is not intended to cover in detail all the tasks required of the post. The post holder may be required to carry out other duties as requested by management; however these will not be unreasonable and will be appropriate to the level of post.

As circumstances change, responsibilities may be amended to reflect new requirements of the post but levels of responsibility and the nature of duties will remain consistent. The post holder will be fully consulted on any significant changes.

On occasions the post holder may be required to work from an alternative location to usual place of work; however will be given appropriate notice of this change should it be required.

**Signature of post holder:**

**Name of post holder:**

**Date:**

**Person Specification**

**1. Job Title:** Finance Assistant

**2. Last Revision Date:** December 2011

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| **3. Education / Qualifications / Licences** |
| Essential | **Desirable** | **Measured By** |
|  | * 5 x GCSE (A-C)
 | CV / application form / original documentation |
| **4. Skills / Abilities / Knowledge / Experience** |
| Essential | **Desirable** | **Measured By** |
| * Competence in Microsoft Word, Excel and Access.
* Good organisational skills
* Attention to detail
* Analytical
 | * Competence in all other Microsoft programmes
* Retail and administration experience
 | CV / application form / competency based interview |
| **5. Behaviour / Attitude** |
| Essential | **Desirable** | **Measured By** |
| * Compliance with the company values and required levels of the competency framework
 |  | Competency based interview |

**6. Core Competency Framework:**

Staff

**Signature of post holder:**

**Name of post holder:**

**Date:**