



## Job Description

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| <b>Job Title:</b>    | <b>Finance Assistant</b>     |
| <b>Reporting to:</b> | <b>Finance Executive</b>     |
| <b>Location:</b>     | <b>Office Based, Swansea</b> |

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### **Job Purpose:**

Responsible for providing financial and business support to the EMEA Finance team, whilst also working closely with the US Accounts Payable Team and all other stakeholders and third parties to ensure all financial transactions for each department are properly allocated, reconciled, and processed in accordance with set/agreed department budgets. The finance assistant will handle routine monthly reporting duties, along with conducting more in-depth analysis and investigation into any discrepancies and irregularities

### **Main duties and responsibilities:**

#### **Accounts Receivable / Credit Control**

- Generate weekly unpaid reports and execute company's internal accounting processes in relation to the chasing of unpaid fees and invoices.
- Update weekly voucher report – have oversight on all monies paid upfront by customers for SANS courses, deducting the relevant amounts as and when a SANS course is purchased.

#### **Accounts Payable**

- Manage and process all EMEA payments, including supplier invoices and the completion of Wire Transfer Form's for each payment and cost/code allocation.
- Liaise with US Accounts Payable Team, together with any other relevant third parties, to execute payments in a timely manner.
- Assist and verify detailed Purchase Order (PO) requests, validate PO paperwork request and liaise with US PO team.
- Accounting responsibilities outside of the above list should be expected from time to time.

#### **Other**

- Ensure accurate and timely data entry of all financial transactions onto the Company's financial systems.
- Analyse financial data and reports, – looking at line-item data, verifying and summarising where required.
- Work with other SANS teams to set up finance forms, providing training as required.
- Various ad-hoc accounting work.
- Filing and general office duties.
- Provide cover for the Facilities Co-ordinator during holiday and absence.
- Undertake such other duties, training and/or hours of work commensurate with the role.