



## **JOB DESCRIPTION**

**Post:** Finance Trainee

**Responsible to:** Purchase Ledger Lead

**Band:**

### **Job Purpose**

- To support and deliver accounts payable services in a professional and timely manner, meeting deadlines and quality expectations
- To ensure that transactions are processed in a timely and accurate manner, facilitating effective reporting and supplier payment.
- To act as first point of contact for supplier queries, answering questions and resolving issues effectively, efficiently and courteously.
- To support the Accounts Payable Senior and other team members in the implementation of new systems and enhancing existing control mechanisms
- To be a key part of the Resources team, supporting colleagues and contributing flexibly to assist with fluctuating workloads and delivery to deadlines.
- To work towards and achieve a professional accounting qualification (AAT / CIMA / ACCA ) supported by Ability and the resources team.

### **Key Tasks**

#### **1. Accounts Payable**

- To receive, register, code and post all accounts payable transactions including invoices, credit notes, project valuations/certifications.
- To compile and check purchase ledger payment runs as and when required, including the generation of supplier standing data audit reports.
- To ensure the integrity of supplier accounts, including reconciliation of major accounts and others back to supplier statements from time to time.
- To validate any standing data changes with suppliers strictly in accordance with procedure, along with validation of new supplier



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account data in accordance with the Ability supplier 'onboarding' process.

- Develop and build effective working relationships with key suppliers, partners and other teams within Ability to ensure that service standards are met whilst also improving efficiency.

### **2. Financial systems**

- To learn, understand and use such aspects of the QLx finance system as are appropriate to the role of Accounts Payable Trainee, and in time expand that knowledge to such other aspects of the system as may be required to develop your career.
- To support the implementation of any supplementary or complementary systems or modules of the existing QLx system as may be required by the business.
- To use such software tools as may be required in the management of and reporting of the purchase ledger and the suppliers therein, to include but not be limited to Microsoft Office.

### **3. General duties**

- To work towards and achieve professional objectives as agreed from time to time, to assist in the development and implementation of system improvements, policies, practices and procedures.
- To support the Resources team through overtime working from time to time as and when such support may be required, for example at year-end, or during statutory or internal audit, as long as there is no conflict with study and/or professional exams.
- To promote the work and values of Ability.
- To assist in the completion of or to execute such other suitable tasks as may be required of you by Ability from time to time.

This is a training post, and the holder will be expected to work towards a professional financial qualification (AAT / CIMA / ACCA ). The specific details of the training and support is covered in the appended Training agreement.



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### **Training Agreement:**

As part of this post, Ability requires that the incumbent work towards and succeed in progressing with and ultimately achieving a recognised financial qualification.

In order to facilitate this, Ability will:

- Ability will cover the cost of student registration and annual membership of the relevant professional body.
- Ability will cover the course fees and cost of associated study texts for one course of study per subject, either at evening class if available or preferred, or through distance learning using a recognised course provider for that qualification (ie Kaplan / BPP )
- Ability will cover the course fees and cost of associated study texts for one approved revision course per subject.
- Ability will cover the cost of one examination attempt per subject.

In the event that a subject is not passed at the first attempt, any subsequent revision or examination fees may be paid up to a maximum of 50% of the total cost at the discretion of Ability.

If the incumbent fails to progress with their chosen financial qualification after two attempts at any examination in their current subject, then their continued employment with Ability is subject to review, and may be terminated at the absolute discretion of Ability Housing.

**I agree to work within the constraints of and to abide by the training agreement above:**

Signed (Trainee).....

Signed (Ability).....



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### **MAIN TERMS AND CONDITIONS**

Post:	Finance Trainee
Salary Band:	E
Pension:	SHPS Defined Contribution Scheme
Health Care:	Ability operates a health care cash plan scheme for all employees
Car Policy:	Casual User – a mileage allowance is payable for any business mileage incurred.
Annual Leave:	22 days rising by one day for each year of service to 25 days
Hours of Work:	35 hours per week (exclusive of breaks).

A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. The above information may be helpful to applicants as a guide, but should not be treated as a substitute for a full contract of employment.



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Qualities	Criteria	Essential	Score
<b>VALUES &amp; BEHAVIOURS</b>	<p>Passionate about delivering excellent customer service and actively seeking customer feedback to deliver improvements.</p> <p>Clearly demonstrates a positive 'can do' approach and takes personal accountability.</p> <p>Takes personal ownership of career development, and the drive to achieve a professional qualification in finance. This will be supported by Ability.</p> <p>Passion to ensure delivery against KPIs and given targets.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<b>EXPERIENCE</b>	<p>Some experience of working within a finance / general office environment would be most advantageous, however this is a training post, and is therefore structured to suit a college leaver/graduate with no work experience.</p>	<p>✓</p>	
<b>SKILLS/ KNOWLEDGE</b>	<p>Minimum 3 'A-levels', but preferably a graduate level qualification</p> <p>Excellent written and verbal communication skills to include as a minimum a good pass in GCSE English</p> <p>Excellent numeracy skills to include as a minimum a good pass in A-level mathematics or statistics</p> <p>Will need to acquire/refine customer service skills for the resolution of supplier queries and answering incoming phone calls of a more general nature</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	



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	<p>Must be IT literate and preferably competent in use of standard MS Office applications including Word and Excel.</p> <p>Ability to work on own initiative to agreed work plans</p>	<p>✓</p> <p>✓</p>	
<b>GENERAL ABILITIES</b>	<p>Effective team member who is personally well organised.</p> <p>Ability to multi task in a busy environment</p>	<p>✓</p> <p>✓</p>	