

JOB DESCRIPTION

Job Title:	Treasury Assistant
Directorate:	Finance
Location:	Thomas More Square (Flexible working, office attendance 2 days per week)
Reporting to:	Financial Controller
Responsible for:	n/a

PURPOSE OF THE JOB

To provide support to the Financial Controller by maintaining the cashbooks, reconciling bank accounts and carrying out key tasks to ensure the accuracy of St Mungo's financial statements and reporting.

KEY RESPONSIBILITIES

- Maintenance of the cashbooks
- Co-ordinate with the Credit Controller to facilitate matching/allocation of cash received by the Sales Ledger.
- Co-ordinate with the Rents and Fundraising teams ensuring they receive all funds paid into the main bank accounts.
- Deposit any cash/cheques received into the bank.
- Assist the Credit Controller to raise invoices
- Where funds have been received into the wrong account prepare cash transfer journals to reallocate them
- Prepare month end bank reconciliations for review by the Financial Controller
- Respond to banking queries.
- Respond to requests for Faster Payments and process these for payment in accordance with the Financial Policies and Procedures and the procedure on avoidance of fraud.
- Maintain and update all finance reference files (e.g. standing orders, direct debits, and utility account details)
- Maintain corporate card facility, setting up new users, blocking cards and cancelling for leavers in line with the Corporate Card Policy
- Provide admin support and training for colleagues using the Concur system

GENERAL

- Adhere to St Mungo's Policies and Procedures at all times.
- Cover for other members of the team and division as necessary.
- Being proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development.
- Undertaking, as required, any other duties compatible with the level and nature of the post and/or reasonably required by more senior members of staff.

- Attend and participate in divisional and team meetings and other meetings as required.

This job description covers the current range of duties and will be reviewed from time to time. It is St Mungo's aim to reach agreement on changes, but if agreement is not possible, St Mungo's reserves the right to change this job description.

PERSON SPECIFICATION

Treasury Assistant

Although we are keeping direct experience/knowledge requirements to a minimum, we do need you to use the application form or supporting statement to demonstrate your capabilities, in relation to the essential requirements in the person specification below. Where relevant use your answers to illustrate how your competences have helped you achieve positive results.

ESSENTIAL REQUIREMENTS

Experience, Skills, Knowledge and Abilities –required for your application form:

1. Experience of using Finance software to manage a bank account.
2. Experience of performing bank reconciliations.
3. Experience in following defined cash management procedures.
4. Demonstrated ability to maintain administrative systems including a methodical and ordered approach to document management and filing.

The below Experience, Skills, Knowledge and Abilities will be assessed at different stages of the recruitment process:

- Intermediate Microsoft Office skills, particularly in the use of Excel.
- Knowledge of making international and domestic payments via an online banking platform.
- Good analytical, influencing and negotiation skills.
- Ability to work under pressure and to tight deadlines.
- Ability to work with professional colleagues in a busy working environment.
- Good communication skills both written and oral.

The following are required of all roles with St Mungo's. However, you do not need to address these in your application.

- Genuine interest in and commitment to St Mungo's work and client group.
- An understanding of and commitment to diversity & equality.
- Willingness and ability to work hours outside of normal office hours on occasion (time off in lieu will be granted).
- Willingness to work flexibly in response to changing organisational requirements.

In the selection testing/interview process, we will be assessing candidates against the following competencies:

COMPETENCY	PRIMARY INDICATORS
Improving and Innovating	<ul style="list-style-type: none"> • Is open to new ideas, improvement and change. • Handles situations and problems with innovation and creativity. • Shows commercial and financial awareness.
Interacting and Influencing	<ul style="list-style-type: none"> • Takes responsibility and demonstrates values-driven leadership. • Shows self-awareness. • Works well with other people. • Collaborates and networks effectively internally and externally. • Shows sound communication and influencing skills.
Understanding and Doing	<ul style="list-style-type: none"> • Able to find and analyse relevant written and numerical information and use it to make sound judgements. • Able to think strategically. • Demonstrates the necessary technical skills and aptitudes at the level that are required for the role. • Has good writing skills at the level required for the job. • Plans, organises and manages time well. • Demonstrates compliance and accountability.
Involving and Including	<ul style="list-style-type: none"> • Builds client/stakeholder involvement into all activities. • Is client and customer focused. • Aware of own level of cultural competence and proactively seeks to develop. • Actively promotes equality, diversity and inclusion among colleagues and clients.
Managing and Empowering (for managers only)	<ul style="list-style-type: none"> • Builds a high performing team. • Provides staff with clear direction and support. • Motivates, supports, enables and promotes the wellbeing of their team. • Manages the operational aspects of their function efficiently. • Implements plans, strategies and services effectively. • Actively contributes to service growth.