



HONEYCOMB GROUP

Finance Assistant

Location: Stoke on Trent / Hybrid
Reporting to: Financial Accountant
Responsible for: Not applicable

Job Purpose

This person will be responsible for supporting the day to day financial transactions, including Bank, Rent, Sales and Purchase Ledger transactions. Finance Assistants will develop a specialism such as Rents and Sales, Purchase, Cash or General Ledger support as required, and will also be able to support the rest of the team and work flexibly covering for and focusing on other priorities as required.

At Honeycomb Group, we're connected by a set of collective values, keeping us all working in the same direction.

Be dead genuine	Never shut the door	Chase curiosity & ambition	Be a leader in the field	Come together
Be authentic Don't take yourself too seriously Create a customer experience they'll never forget When in doubt smile	No hierachy Don't hear what you want - listen Be open & flexible Always think about others	Commit to the challenge Fuel your passion Put heart into your work Create a no-fear culture	Don't manage inspire Take initiative, step up even if it's not your job Follow your gut No blame culture Be confident	Seek value from others Be a team player Chip in when others need help Act in the best interest of everyone

Key responsibilities for area of specialism:

- Posting invoices into the purchase ledger accounts.
- Managing any reimbursements and processing expense claims.
- Preparing and producing payment runs, including associated documentation that needs authorisation.
- Reviewing accounts on the purchase ledger and carrying out reconciliations and other remedial actions.
- Process daily bank transactions including Housing benefits and Allpay
- Process customer rent transactions on a daily and weekly
- Raise sales invoices on a weekly, monthly, and quarterly basis.
- Prepare monthly bank reconciliations for group companies.
- Prepare monthly sales ledger reconciliations for group companies.
- Prepare weekly cash receipts for bank lodgements.
- Support processing of insurance claims and prepare claims reconciliations.
- Undertaking general finance administration, including recording payments.
- Posting accruals and prepayments as part of the purchase ledger each month.
- Creating and posting journal transfers across the Group.

Honeycomb Finance Assistants are responsible for:

- Supporting their team to deliver operational goals and outcomes
- Demonstrating and instilling our values
- Excellent performance and achievement
- Delivering excellent customer service
- Silo removal and working as one team
- Delivering value for money

In addition to the above, our Finance Assistants will:

- Ensure that the Group complies with legislative, regulatory, constitutional and financial requirements and works, including contractual requirements for services commissioned by statutory bodies and funders to high professional and ethical standards in all areas of business excellence.
- Promote the Group and develop its relationships to ensure that the positive work of the Group is recognised locally, regionally and nationally.
- Maintain and develop effective external networks and partnerships with other registered providers, local authorities, funding institutions, regulators and other organisations that are crucial to the Group's work and business interests.

The right person for the role will be able to demonstrate:

- Significant experience of working as a Finance Assistant, Purchase or Sales ledger assistant or in similar role
- Educated to a GCSE level and pursuing the AAT or similar qualification.
- Basic knowledge of accounting and bookkeeping procedures
- Good understanding of MS Excel skills (creating spreadsheets and using financial functions)
- Familiarity with accounting software
- Attention to detail, with an ability to spot numerical errors.
- Good communication skills
- Understanding of what great customer service is
- Ability to work under pressure to monthly deadlines
- A motivation team player who can encourage and inspire team members