

Role Profile

Role Title:	Treasury Assistant
Department:	Treasury
Role Purpose:	Inputting and analysing of transactional data and completing reconciliations for Cashbooks and Mutual Management Accounts.
Reporting to:	Treasury Cashbook Supervisor
Responsible for:	N/A
Checks:	Basic DBS, Social Media Check and Credit Report
Role Level:	Frontline Worker

Key Role Responsibilities	<ul style="list-style-type: none"> • Uploading Bank transactions into Cashbooks by set deadlines. • Produce daily and monthly reconciliations within a set timescale, with all outstanding items identified, investigated, cleared and journalled into the general ledger ensuring that the correct cost and account codes are used. • Liaising with third parties where required to assist with queries to obtain information for accurate analysis. • Preparing intercompany transfers for movement of funds around Midland Heart Bank accounts. • Assist in the maintenance and control of Standing Orders and Direct Debits for expenditure. • Maintain daily cashbook for Mutual Bank accounts and prepare intercompany transfers when required. • Produce monthly balance sheets for Mutual Loans and Bank Accounts. • Prepare CHAPs/BACs payments. • Prepare Daily Cashflow.
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Education, Qualifications and Training	<ul style="list-style-type: none"> • Ability to demonstrate Mathematic abilities equivalent to GCSE grade C / 4 or above. • Studying towards AAT or willingness to achieve a relevant professional qualification.
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Knowledge and Experience	<ul style="list-style-type: none"> • Previous experience of working within a Finance Department. • Awareness of financial accounts (Debit/Credits).
Role Specific Skills & Behaviours	<ul style="list-style-type: none"> • Excellent Excel skills (Formulas: v-lookup, pivot tables, sumifs). • Ability to priorities work and meet tight deadlines with a methodical and enthusiastic approach. • Problem solving skills. • Good communication skills both verbal and written. • Accuracy and attention to detail. • Thinking outside the box and working off own initiative. • Good organisational skills. • Understanding of and commitment to the principles of equality and diversity.