



THE ROYAL BRITISH LEGION

JOB DESCRIPTION

JOB TITLE:	Accounts Assistant Cash & Banking
REPORTING TO:	Senior Accounts Assistant Cash & Banking
ROLE PURPOSE:	Ensuring all bank transactions are recorded and reconciled accurately Ensuring all administrative tasks are completed in a timely and professional manner

KEY RESPONSIBILITIES

All

- Undertaking any administrative tasks required such as post distribution, filing and general clerical duties in support of the Business Processes function.
- Work flexibly to provide cover for all functions within the section during times of peak workload and absence of all staff through training, holiday or sickness
- Assist other team members with ad hoc task; provide support during busy times such as year end and monthly reconciliations.
- Preparing journal entries for posting on to the Core Financial system to be reviewed and posted by the Senior Accounts Assistant.

Cash & Banking

- Download Banking Information and Statements from the Legion electronic banking system and print any statements and reports required by the section.
- Ensure the cash / cheques are logged and prepared for banking following the standard operating procedure including verification of scanned cheques/vouchers to original items before batches are closed and banked.
- Obtain details of transactions from banks, advise receipt of funds to relevant departments and value of international lodgements or direct credit bank receipts, and advise direct debit rejections.
- Assisting with the posting of entries from bank accounts where not covered elsewhere. This will include transfers, direct debit rejects and collections, bank charges, and may also include funds received from overseas, unsolicited receipts, property transactions etc.
- Open Head Office post with a postal clerk in a secure environment separating out items of monetary value such as cheques, cash and vouchers from other mail
- Responsible for the safe handling of cash/ cheques/ vouchers from the post room until banked
- Assist with clearance of high volume reconciling items such as rejected direct debits, CAF and other charity vouchers, credit card collections and rejects and unsolicited receipts. This will involve telephone or written communication with bankers and supporters.
- Prepare electronic bank payments, and set up BACS payment and collection files. Responsible for obtaining authorisation for online payments at the end of each day and submitting payments.
- Responsible for ordering bank stationery and distributing to relevant departments on request and maintaining a log of stationery when ordered/distributed.

Any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the line manager or Head of Department/Division.

This job description reflects the current requirements of the role. As duties and responsibilities change and develop, this will be reviewed and will be subject to amendment in consultation with the post-holder.

GENERAL:

- To implement the Equal Opportunities policy into your daily activities wherever possible
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work act (1974) and relevant EC directives, including reporting any health and safety hazard immediately you become aware of it
- To work in accordance with the Data Protection Act (1998) and to ensure all new systems are reported to the Data Protection Officer

PERSON SPECIFICATION

CRITERIA	ESSENTIAL/ DESIRABLE	HOW MEASURED
QUALIFICATIONS		
Good standard of general education; GCSE or equivalent	E	Application/Certificate
KNOWLEDGE AND EXPERIENCE		
Experience of working in a Business Processes Function (Accounts Payable, Accounts Receivable, Cash & Banking).	D	Application/Interview
Proven experience of double entry bookkeeping.	D	Application/Interview
Previous experience in a role in a large and complex organisation with multiple stakeholders.	D	Application/Interview
COMPETENCIES		
Effective Communications – Level 1	E	Interview
Planning and Organising – Level 1	E	Interview
Customer Service – Level 1	E	Interview
Teamworking - Level 1	E	Interview
Results Focus – Level 1	E	Interview
SKILLS & ATTRIBUTES		
Computer literate, particularly with MS Office, including excel spreadsheets and accounting packages.	E	Application/Assessment
Proactive self-starter, able to work unsupervised within agreed timeframes	E	Interview
Able to demonstrate a high level of attention to detail and excellent numeracy skills.	E	Application/Assessment/ Interview
Empathy with Legion Mission and Values	E	Interview