

Role: Cashroom Assistant	Region / Department: Finance/Corporate Services
Reports to: Cash & Ledgers Manager	Pay Band: Grade 3 Lower, £28,228 - £30,118 Per Annum
Location: Broadstone, 50 South Gyle Crescent, Edinburgh, EH12 9LD	Type of Contract: Full-Time, Permanent 40 Hours Per Week
COST CENTRE (e.g.: 3CUZ): 2101	ACTIVITY CODE (e.g.: VSZ): FFZ

JOB PURPOSE

To take responsibility for the accurate and timely processing of banking transactions, and the daily reconciliation of all of NTS and NTSE bank accounts. To produce daily closing balance reports and to work with the Finance Director to improve and develop cash reporting within the Trust.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- *Take end-to-end ownership of the posting and reconciliation of NTS/NTSE bank accounts, escalating any issues to Cash & Ledgers Manager*
- *Responsibility for the preparation and circulation of Daily Balances reports*
- *Frequent engagement with both Central and Regional teams to identify transactions and ensure they are recorded accurately.*
- *Liaise with banks/external agencies as necessary to resolve queries quickly and efficiently.*
- *The role reports to the Cash & Ledgers Manager, however the applicant will also work with the Finance Director to*
 - *provide existing cashflow forecast information.*
 - *further develop cash reporting and KPI's*
 - *Create & submit period end report information.*
 - *Improve Cash handling processes across the Trust.*
 - *Improve process for the management of cash floats at properties.*
- *Comply with all Trust policies and procedures and proactively identify improvements to current processes and ensure these are fully documented.*
- *Ensure Fraud awareness training is up to date and challenge any odd or suspicious entries with escalation to manager if necessary.*
- *Provide cover/assistance, as required to other team members in Sales ledger/Purchase ledger functions.*

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Qualifications

Essential

Describe any essential, formal qualifications that the role requires:

- *Education to Higher/A Level stage or above*

Desirable

Describe any desirable, formal qualifications that would be of help in the role:

- *HNC accountancy or above (or equivalent)*

Experience

Essential

Describe any essential experience that the role requires:

- *Previous experience of working in a cashroom with high volumes of transactions and multiple bank accounts*
- *Proven ability to work on complex reconciliations.*
- *Proven ability to work accurately with a high attention to detail.*
- *Experience of processing large volumes of data.*
- *Proven ability to work under pressure to meet strict deadlines.*

Desirable

Describe any desirable experience that would be of help in the role:

- *M/S Dynamics 365 experience.*
- *Charities/Third Sector experience.*

Skills & Knowledge

Essential

- *Ability to pick up new tasks quickly and a real desire to resolve issues/seek out missing information.*
- *Excellent Communication skills – both written and verbal*
- *Strong planning and organizational skills, able to prioritise workload.*
- *Proficient in the use of MS excel at an intermediate level or above.*

DIMENSIONS AND SCOPE OF JOB

Scale

Briefly and succinctly describe the 'scale' of what the role is responsible for:

- ♦ *Responsible for the Daily reconciliation of 15 NTS/NTSE bank accounts including 2 USD accounts. These are high volume accounts as the Trust has over 317,000 members, has 100 properties and processes approx. 50,000 purchase invoices per annum.*

People Management

- ♦ *Frequent interaction with bank*
- ♦ *Frequent interaction with other NTS departments to assist in resolving issues.*

Finance Management

- ♦ *N/A*

Tools / equipment / systems

- ♦ *Laptop*
- ♦ *MS Dynamics*
- ♦ *Excel & Sharepoint*

Place in organisational structure (extract of org chart showing role): see attached.



How to Apply

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example, "Cashroom Assistant - NTS"