

Job Description

Job title	Finance Assistant	Date July 2025
Reports to (title)	Nadine Merrick	
Contract/Department	BAE	Revision
Location	BAE – Barrow	

Job purpose

Describe the overall purpose of the job in two or three sentences.

The position of Finance Assistant will sit within the finance department, offering support to our operational teams.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

Work with our operational teams to co-ordinate and resolve supplier invoice queries

Debt management – ensuring queries from the client are fielded and resolved in a timely fashion

Financial administrative duties such as timesheet processing, invoicing & ad-hoc tasks as required

Journal preparation

Assist with monthly management reporting preparation to ensure financial contract reviews and project reviews are carried out as per company policy.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

N/A

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Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

Suitable experience in a finance/accounting related role
Excellent Excel skills
Computer literacy
Desired: AAT or equivalent qualification

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example:
requirement for UK-wide travel, shift patterns, night working, call outs etc.

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Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

FOR HR USE ONLY:

Job Description

<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	
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