

**Role Title: Banking Assistant**

**Department: Finance**

**Job Family: Internal Support Roles**

**Job Level: 4**

#### **About the role:**

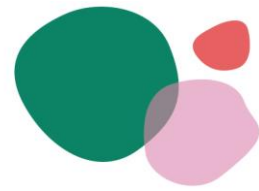
To work within the Cash & Banking Team to process and reconcile transactions in line with Society procedures. Ensure all unreconciled items on the bank are recorded with clear reasons for being outstanding & actions taken to resolve. Produce an accurate bank reconciliation at period end in line with the reporting timetable.

Each Banking Assistant is responsible for maintaining the process notes of their area of responsibility and identifying any process issues to the Banking Senior Assistant. Identify process improvements and bring them to the attention of the Senior Banking Assistant for review. When required, support the Cash & Banking Manager to implement improvements using an approved change model, minimising risk to other stakeholders. Support other areas of the Cash & Banking team to ensure that all deadlines are met.

In addition, occasionally situations may arise that require the post holder to perform other duties or tasks as may reasonably be requested by the Society.

#### **What you'll be doing:**

- Maintain & update all process documents to give a full & accurate overview
- Monitor all banking activities in order to detect irregularities
- Investigate all transactions in order to prevent fraud
- Securely retain access to Society bank accounts
- Complete regular reconciliation of Cashbook and Statement items in bank reconciliation software as per Society process documents
- Where applicable, review and verify cash in hand and cash at bank balances
- Identify unreconciled items and take appropriate actions which include, create a finance system posting, raise queries with either the bank, branch, internal stakeholders or external company making sure that queries are resolved promptly
- Record actions taken regarding unreconciled items
- Escalate banking discrepancies to relevant Managers and Senior Banking Assistant or Cash & Banking Manager as appropriate
- Produce bank reconciliation at period end within required SLA
- Liaise with relevant branch to ensure all required information is completed to timeframes



- Work in conjunction with Senior Banking Assistant and or Cash & Banking Manager to identify any risks and flag any breaches in control
- Assist auditors – internal and external – with documentation & information as required
- Maintain required files, reports, and data
- Reconcile and rectify all ledger accounts belonging to customers
- Reconcile accounts that fall into receivable records with the sales invoices
- Answer questions regarding any financial issues relating to your assigned tasks
- Identify any areas for process improvement and work with Senior Banking Assistant and Cash & Banking Manager to create a plan of implementation clearly identifying any risks, mitigations & downstream stakeholder impact
- Adhere to Society standards and procedures in all activities
- Improve personal skill set
- Working with Senior Banking Assistant to support cross team training

### About You:

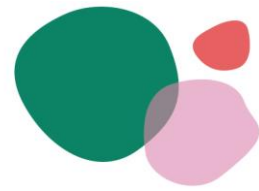
- Committed to supporting the local community and instils this commitment in others.
- Able to demonstrate an active commitment to delivering and communicating the DOES values and principles of Co-operation
- Endeavour to be a Remarkable Colleague
- Build relationships with colleagues across all groups
- Ability to effectively communicate at all levels – both verbally and in writing.
- Confident dealing with others on the telephone
- Works hard at positive relationships within the team
- Honest and conscientious, leading by example
- Contributes to effective team working
- Computer literate – able to use standard computer packages and understand up to date accounting software and processing techniques
- Committed to providing accurate and timely information to a high standard
- Effective planning and organising skills
- Consistently meet deadlines and manages own workload
- Positive approach to change
- Commitment to health and safety
- Demonstrates Banking process knowledge
- Awareness of the risks and controls required for an accurate bank reconciliation and take action to minimise risk to the Society

### Qualifications

- Experience in a Transactional Finance role desirable
- Intermediate level Excel
- Required to hold or work towards AAT qualification

### Scope:

- Reports to: Senior Banking Assistant
- Budgetary Control: N/A



- Key internal contacts are all internal departments and trading groups.
- Key external contacts are the Society Banks, Auditors and Customers

