

Job Title:	Finance Assistant
Business:	Taylor Wimpey Yorkshire
Division:	Finance Department
Reports to:	Finance Manager
Direct Reports:	None
Main Interfaces	Finance, Sales, Commercial dept.

Overall Purpose	
<ul style="list-style-type: none"> • Assist in the control of the region's financial ledgers • Assist in the investigation and analysis of financial and commercial data as requested by regional management. • Assist in the preparation, review of weekly & monthly reporting including forecasts and budgets. • Manage in line with audit policy sales ledger, cash book, subcontract and purchase ledger including payment process. 	

Key Activities	
Financial Processes	
<ul style="list-style-type: none"> • Support the Regional Finance Manager and Regional Finance Director by assisting in the preparation of weekly and monthly reports in an efficient and timely manner. • Assist the efficient running of the Finance function by dealing promptly with all documents received, and the achievement of required deadlines against the Finance function timetable. • Produce balance sheet reconciliations and investigate/resolve any outstanding issues in a timely and accurate manner. • Adhoc financial analysis as and when required by the Regional business unit. • Process the business unit expenses claims. • Manage both the weekly and monthly payment run process. 	

IT/Business Processes	
<ul style="list-style-type: none"> • Understand how the IT and business processes operate to ensure optimum use for the business and financial activities. • Seek to identify improvements in current processes by keeping abreast of developments and best practice. • Encourage the use of IT and standardisation of processes throughout the Finance function and company by promoting and communicating the activity and process. • Improve efficiency and reducing unnecessary cost by actively encouraging the maximum use of IT throughout the Finance function, where considered appropriate. 	

Key Competences	
Teamwork	
<p>Willingness to work well in a team; encourages and adopts team goals; understands and appreciates others roles; learns from others; actively encourages teamwork, by providing support and assistance to others.</p> <p>He/ She demonstrates this through:</p> <ul style="list-style-type: none"> ◆ Works well with others in the team, encouraging harmony. ◆ Easy relationship with others, often consults with them. ◆ Can understand the personal needs of others and takes account of these when dealing with them. ◆ Actively involved in working towards team goals and understands how these align with business objectives. ◆ Actively improves the performance of others by providing them with help and support when they need it. ◆ Co-operates and openly shares knowledge and information with others. 	

Communication	
<p>Communicates clearly and concisely both orally and in writing; listens actively to others, asks questions to understand their needs; gives clear, basic instructions; handles disagreements and conflict effectively.</p>	

He/ She demonstrates this through:

- ◆ Listens actively to others, paying attention and asking questions to clarify a point or confirm his/her understanding.
- ◆ Always presents views clearly, use of language invariably correct and appropriate to the audience.
- ◆ Communicates in a timely manner.
- ◆ Presents views clearly, using the appropriate language.
- ◆ Ensures others fully understand the message being conveyed.

Personal Drive

Is determined to see things through; has a positive, enthusiastic approach; willing to accept new challenges, sets high and demanding personal goals; strives to fulfil their potential and self-develop.

He/ She demonstrates this through:

- ◆ Prepared to take initiative, a self-starter who always rises to the challenge.
- ◆ Always looking for the next challenge.
- ◆ Takes changes and difficulties in their stride.
- ◆ Sticks with tasks to the end, ensuring there are no loose ends, effectively coping with setbacks.
- ◆ Strives to fulfil their potential and continues to self-develop.
- ◆ Prepared to make personal sacrifice to ensure a goal is achieved.
- ◆ Actively seeks opportunities for learning.

Customer Focus (Internal & External)

Committed to anticipating and seeking out internal customer needs; seeks and achieves total appreciation of customer's needs provides highest level of service; actively builds close working relationships.

He/ She demonstrates this through:

- ◆ Understands the key measures by which his/ her performance will be measured by the customer.
- ◆ Works to ensure customer service is an integrated part of his/her own work and is flexible and responsive to customer needs.

Innovation

Generates and applies new ideas; identifies alternatives to traditional methods; open minded and thinks outside of own area; encourages new ways of working; questions existing ways of doing things. Looks for different application of existing ideas and generation of new ideas to deliver improvements to the business.

He/ She demonstrates this through:

- ◆ Looks for improvement through adopting a new approach.
- ◆ Is proactive in looking for ways or methods to improve processes.

Experience Required

Relevant experience within an accounting function, preferably with exposure to analytical and reconciliation/control processes.

Good previous experience of spreadsheet analysis in a financial environment. Intermediate Excel. Studying towards a professional accounting qualification is desirable.

If you are interested in this role please email your CV to tina.makin@taylorwimpey.com by Wednesday 3rd February 2010.