

## **Deeson Job Scorecard**

### **Finance and Operations Assistant**

*To assist with the financial, legal and operational matters of the company. To provide support to enable the effective delivery of the company's day-to-day business operations.*

#### **Values**

Generosity - Ambition - Curiosity

#### **Outcomes**

##### **1. To deliver effective day-to-day financial support working with the Finance and Operations Manager and other team members.**

- a. To ensure accounts payable invoices and staff expenses are processed accurately and on time.
- b. To ensure accounts receivable invoices are processed accurately and client accounts are reconciled, with any overdue payments actively chased.
- c. To assist with the weekly, monthly and annual reporting with keen attention to detail and within the agreed time frames.
- d. To ensure bank accounts and credit cards are reconciled daily and monthly, making sure all financial information is complete and up to date.
- e. To ensure financial processes are adhered to and improved where possible

##### **2. To assist with general operational support to the companies**

- a. To proactively assist with maintaining the company's ISO accreditations
- b. To assist with general operational support for the agency to include resource forecasting and reporting

- c. To assist with the successful delivery of one-off special operational projects - eg refurbishment of offices
- d. To assist with maintaining the office space and building to a high standard