

Finance Administrator

Job Description & Person Specification

Contract Type:	Permanent
Hours:	37 hours per week / 40 weeks (Term Time + 1 week)
Salary:	Pay Scale / £25,183 - £25,992 (Actual for TTO + 1 WK £22,700 – £23,429)
DBS Disclosure Level:	Enhanced
Reports To:	Senior Finance Manager
Role Purpose:	<p>The Finance Administrator will be an integral member of the Finance team, supporting the Senior Finance Manager and Finance Officer to ensure the efficient and accurate handling and recording of the Company's financial activities and contributing to the continuous improvement of financial procedures and practices.</p> <p>The role will be varied encompassing a wide range of tasks from managing daily financial transactions to providing financial insights and support to all departments. Working collaboratively with colleagues, it is essential that the postholder ensures compliance with the Company's financial policies and procedures, data protection, and company-wide policies, supporting the effective, accurate and timely operation of the finance function.</p>
Key Responsibilities:	<ul style="list-style-type: none"> • Processing and administration of credit card transactions, including reconciliation of credit card statements. • Processing employee expense claims ensuring accurate coding and entry into the finance system. • Responsibility for the administration of petty cash. • Support the purchase ledger function: <ul style="list-style-type: none"> ○ Maintain and update supplier records, including accurate up-to-date contact and banking details. ○ Reconcile supplier statements, chase missing invoices, and resolve supplier queries in a timely manner. ○ Raise purchase requests on the Company's finance system (Access Financials). ○ Process purchase orders with suppliers once approved by the budget holder. ○ Match invoices to purchase orders and receive goods on the Company's finance system, investigate discrepancies, and liaise with relevant departments to resolve issues promptly. ○ Assist with the preparation and execution of supplier payment runs.

- Support with the sales ledger function:
 - Assist with timely and accurate sales invoicing in accordance with agreed customer terms.
 - Assist with aged debt reporting and support the credit control process.
- Other finance duties:
 - Help manage the Finance generic email account and respond appropriately to all requests.
 - Filing of financial documents, and other administrative tasks as required.
 - Assist and support other staff with finance related tasks when required.
 - Work with the Senior Finance Manager and Finance Officer to ensure that deadlines are achieved, and work is presented to a high standard.
 - Contribute to procedure and policy improvements.
 - Support the finance team in optimising workflows and maintaining efficient day-to-day operations.
- Other general duties:
 - Attendance at staff briefings and meetings as required.
 - Keep records in accordance with the Company's record retention schedule and data protection law, always ensuring information security and confidentiality.
 - Proactively participate in learning and development to keep knowledge up to date and to develop and learn new skills.
 - As a member of the shared services team, you will share responsibility for ensuring there is efficient, effective organisation and administration of company business processes, procedures, and policies.
 - Perform all duties in a professional and confidential manner and in accordance with the employment handbook, Company policies and procedures.
 - Perform any other reasonable duties or requests of your line Manager, which are commensurate with the post or wider shared-services team as may be determined from time to time.

The following duties are ones which all staff are required to perform:

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Observe health and safety procedures and work safely at all times.
- Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role.

	<ul style="list-style-type: none">• Undertake any other duties as required by your manager to meet the changing needs and demands of the Company.• Conduct yourself with professionalism, tact, and diplomacy always as a representative of the Company.
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This job description is current at the date of publication but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. This job description is provided to assist the post holder to know their principal duties.

PERSON SPECIFICATION – Finance Administrator

Criteria	Qualities	Essential/Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • Demonstrable experience of working in an administrative role. • GCSE (or equivalent) English and Maths grade C or above. 	<p>E</p> <p>E</p>
Skills & Knowledge	<ul style="list-style-type: none"> • Meticulous attention to detail. • High standard of numeracy. • Excellent communication skills and telephone manner. • Ability to identify and willingness to resolve problems. • Ability to prioritise workload and meet deadlines. • Strong team player but confident and capable to work independently when required. • Proven ability to accurately undertake administrative duties. • Excellent MS Office skills, particularly Excel. • Knowledge and experience of working with computerised accounting packages. (Training will be given). • Experience of purchase and sales ledger processes. • Experience of reconciling credit card and petty cash transactions. • Willingness to work flexibly in response to the needs of the Company. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p>
Personal Attributes	<ul style="list-style-type: none"> • Reliable, professional and committed to confidentiality. • Ability to influence others' practice positively. • Proactive in seeking best practice and optimising workflows. • Promoting the ethos and values of the Company to all stakeholders. • Commitment to safeguarding and equality. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>