



FINANCE ADMINISTRATOR – Job Description

Position: Finance Administrator

Term: Permanent

Hours: 7.5 hours per week (days/times negotiable)

Salary: New SCP 12 – 17 £11.19 - £12.35 per hour depending on experience

Pension: Stakeholder pension scheme available - 6% employer contribution

Responsible to: CEO of Communityworks

Job Summary

Supporting Communityworks in the implementation and maintenance of financial systems across the organisation.

Main Duties

- To maintain a computerised accounts system.
- Provide specific management information on a recurrent and ad hoc basis.
- Daily bookkeeping and credit control.
- To support financial administrative systems for the organisation.

Responsibilities

- To maintain a computerised accounts system using SAGE and maintaining all accounting records.
- To provide financial information to the Board of Directors (via the Treasurer) and the CEO of Communityworks.
- To assist with calculations of quarterly returns for all relevant funded projects.
- To attend quarterly finance meetings relating to projects.
- To produce finance reports as necessary.
- Liaise with Community Payroll concerning salaries.
- Pension administration, including uploads to the online system.
- Monthly bank reconciliation.
- To maintain confidentiality about all correspondence, personal information etc that may become accessible through the responsibilities of the post.
- Annual audit preparation, including preparation of working papers & liaison.

- Archiving.
- Maintain and update financial procedures.

Other

- Attend occasional team meetings.
- Provide progress reports as required.
- To observe all organisational policies of Communityworks including Equality and Diversity, Health and Safety, Child Protection and Confidentiality.
- To participate in training activities and other learning opportunities to improve skills and knowledge in the performance of duties.
- To receive regular line management supervision and assessment of work performance against agreed goals and indicators.
- To carry out duties that the CEO of Communityworks or Board of Directors require from time to time.

Rehabilitation of Offenders Act 1974

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975. Applicants for the post are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment any failure to disclose such convictions may result in disciplinary action or dismissal. Any information given will be completely confidential and will be considered only in relation to an application for a position to which the order applies