

Finance Administrator

Reports to : Manager

Job description

Summary

We are a small charity with 17 staff working to help young homeless people from South Gloucestershire.

We need a part time (25 hours per week) experienced book keeper to maintain the ledgers and carry out general administration duties. Experience of operating a payroll, controlling the payment of suppliers and managing bank accounts essential.

Experience of Quickbooks would be an advantage".

Main Duties & Responsibilities

Assisting in the preparation of monthly management accounts with the Manager

Prepare the monthly payroll

Bookkeeping, accounts up to trial balance, P&L and balance sheet

Producing invoices & monthly statements via QuickBooks

Ensuring invoices are paid promptly

Daily banking, & bank-statement reconciliation

Payment of volunteers and staff expenses

Maintaining petty cash, balancing and posting to ledger

Responsible for all accounting issues and production of all financial management reports for trustee Board and Director

Responding to relevant telephone, post and email enquiries

Dealing with basic IT issues such as replacement of printer toner, resending router or following advice from our IT support provider.

Any other duties as agree

Detailed list of duties

Finance

Maintaining the ledger on Quickbooks including:

purchase ledger

rent accounts

bank and petty cash accounts

income, expenditure and balance sheet accounts

creating and posting journals as required

Paying invoices by BACS

Making and recording bankings

Controlling petty cash floats on imprest basis at both sites

Receiving and accounting for rents

Maintaining rent records

Reporting rent balances and arrears to support workers

Debtors - chase money owed

Shop banking

Shop bookkeeping

Online banking

Producing management reports from Quickbooks for manager and treasurer with downloads into spreadsheets and distribution by email

Preparing cash flow forecasts for manager and treasurer

Payroll

Pay wages monthly using QB

Maintain payroll records

Maintain appropriate tax codes

Manage PAYE and particularly pay TAX and NI

Maintaining holiday and lieu records

Collating timesheets and other HR records

Keep sick notes

Making year end HMRC returns – P60s and P35s

Purchasing

In purchasing goods the worker will:

(a) check out prices for specified goods;

(B) place orders for goods as decided by manager ;

(c) arrange delivery

(d) hold guarantees/ maintenance contracts etc

Manage the payment of utilities by direct debit and monitor usage.

Renewing TV licences and paying Council tax

Buying white goods

Reconcile supplier statements and follow up missing invoices and overpayments

Reporting on expenditure in relation to budget

Quality Monitoring

Support managers in the production of Quarterly monitoring reports

Record voids and report on this to Manager

Collating and recording support performance data (client contact)

Collect information as agreed and maintain records

Administration

Respond to queries provide information where requested e.g. recruitment packs

Maintaining Personnel records

Preparing employment contracts from template

Write memos for staff team

Keep a log of repairs requests

Arrange for staff to be CRB checks to be made

Update the CRB log sighting the CRB checks

Update the training records

Booking training courses as requested by Manager and Deputy Manager

Order stationery and monitor use

Receive and sort post

General office duties

Person Specification

Qualification/ Experience		Required	Desirable
Previous experience of Quickbooks			x
Knowledge of Microsoft Office and particularly Excel		x	
At least two years of bookkeeping work		x	
Experience of managing bank accounts and BACS payments		x	
Experience of controlling the payment of suppliers		x	
Experience of controlling petty cash floats		x	
Experience of running a payroll and making paye and year end returns		x	
Ability to prepare reports for management and third parties		x	
Ability to use spreadsheets to analyse financial information		x	
Experience of using email and web pages			
Administration experience and skills		x	
Able to work independently		x	
Experience of rent accounting			x