

**JOB DESCRIPTION**

**Job Title**: Finance Administrator

**Grade**: LDW Grade 3

**Hours**: 15 hrs per week

**Accountability**: Responsible to the Senior Finance Officer

**Purpose**: Assist the Senior Finance Officer so that the organisation is well run financially and complies with funders, charity and company law requirements.

**Responsibilities**

**1. Payroll Assistance**

1.1 Prepare monthly payroll details (including new starters, leavers, pension contributions, overtime, working from home allowance etc) for Payroll Agency.

 1.2 Carry out all duties required as pensions administrator for the organisations stakeholder pension scheme.

**2. Financial Administration**

 2.1 Process purchase ledger activity to include:

 - Process invoices, reconcile delivery notes to invoices received and purchase orders

 - transfer Purchase Order requisition forms into Sage Accounts

 - Maintain supplier accounts and set up new as required.

 - Reconcile supplier statements, credit card statements and petty cash

 - Process BACS payments

 2.2 Process sales ledger activity to include:

 - Raise invoices

 - Monitor and record payments made

 - Monitor and chase debtors

 2.3 Provide financial reports as required by the Senior Finance Officer.

**3. Other**

 3.1. Deal with financial enquiries.

 3.2 Maintain the finance mailbox.

 3.3 Maintain financial filing and archiving systems.

 3.4 Undertake a range of duties within the scope of your role to ensure the delivery of our strategic plan.

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