Finance Administrator

Length of contract: Permanent (Subject to continuance of funding)

**Salary:** £25,981 - £28,685 (pro-rata for part-time hours)

**Based at:** Accrington

Reporting to: Operations Manager

**Hours:** 18.5 hours – Job Share

**Our Mission**

We help people to achieve the outcomes that matter to them in their lives, by providing high quality advocacy.

**Main Purpose**

To provide all aspects of financial and administrative support in accordance with Advocacy Focus’ policies and procedures. The role will help to review, develop, and monitor all internal financial processes and administration, with an active role to play in sourcing cost saving efficiencies and developing a robust and transparent financial and administration infrastructure in liaison with the Operations Manager and Senior Leadership Team.

**Main duties and responsibilities:**

* Manage all aspects of financial recording, including; document production, processing monthly expenses, paying invoices, incoming donations, maintaining records of expenditure and chasing up outstanding invoices in a timely fashion.
* Record, reconciliation and banking of all donations to the Charity.
* Recording, reconciliation, tracking (against projects) and banking of Grants/Contracts to the Charity.
* Assisting in the preparation of monthly and annual management accounts.
* Reconcile transactions on computer and bank statements and ensure that all accounts balance.
* Maintain proper records for all the above on computer payroll and finance package (Xero) and filing of all relevant paperwork. Provide reports and information to CEO, Treasurer, Chair and auditor as required.
* Liaising with the Payroll provider to: assist with payroll preparation and any changes; coordinate the childcare voucher scheme and ensure that all payroll deadlines are met.
* Receive, review, and process all team related expenses in liaison with the SMT.
* Act as first point of contact for team payroll-related queries and assist with resolving any discrepancies.
* Speaking to suppliers (via phone and email) to make sure that all payments are timely and accurate.
* Facilitating the Employer/Employee pension contributions and process in liaison with payroll provider.
* Calculating the various changes (starters/ leavers/ salary increases).
* Create, send, and follow up on invoices and manage process efficiently via Xero.
* Manage and oversee all aspects of credit control, including for our spot purchase service, , ensuring processes are always followed for timely payments
* Reconcile any discrepancies or errors identified by conversing with employees and/or clients.
* Produce reports for the Senior Leadership Team as required and maintain accurate record keeping.
* Prepare budgets.
* Prepare financial information for tenders.
* Assisting with annual internal and external financial audit
* Adhere to the company's or organisation's financial policies and procedures.
* Suggest changes or improvements to both financial and administrative processes to increase accuracy, efficiency, and potential cost reductions.
* Work as a member of the team, attend monthly team meetings, and contribute towards service planning and developments for advocacy and the wider organisation.
* Be flexible to support work across all areas to meet service demands.
* Undertake duties in line with safeguarding and data protection principles.
* Be available to work occasionally in the evening and weekends as required and be prepared to travel across Advocacy Focus’ office sites as required.
* Undertake any other duties as commensurate with the grading of the post.
* Any other requests deemed reasonable, made by the Senior Leadership Team.

**Person Specification – What we need from you**

This section outlines the things we need from a Finance Administrator. You will see you don’t always need specific qualifications or experience, but you will need to be able to demonstrate certain personal qualities.

The essential criteria are those things which you must have in order to do the job. Desirable criteria are those qualities that would be either useful, or an advantage to have and/ or are things that you could be trained to do.

Don’t meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At Advocacy Focus we are dedicated to building a diverse, inclusive, and authentic workplace, so if you’re excited about this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to apply anyways. You may just be the right candidate for this or other roles.

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| **Education and training** |
| **Essential**  | **Desirable**  |
| Experience of using financial software systems | Accounting or Finance Qualification |
| Minimum of 2 years’ experience in a finance, credit control, or accounting role | Experience of Xero accounts management system |
|  | The ability to drive and a full UK drivers’ licence |
| Grade B or above in Maths (or equivalent) |  |
| GCSE C or above in English (or equivalent) |  |
| **Achievements, experience, skills & abilities** |
| **Essential**  | **Desirable**  |
| Ability to understand basic accounting principles and invoicing and payment processes. | Ability to work autonomously. |
| Experience of managing monthly payroll processes |  |
| Experience of managing monthly Company Pension contributions |  |
| Experience in finance administration |  |
| Experience of producing accurate and complex documentation and correspondence |  |
| Knowledge and confident use of general accounting systems and applications. |  |
| Highly organised with excellent time management skills and ability to prioritise effectively.  |  |
| Excellent attention to detail and highly accurate spelling, grammar and proof-reading skills.  |  |
| Effective verbal and written communication skills, able to write concise reports.  |  |
| Knowledge and confident use of general IT systems and applications including spreadsheets, word processing and databases |  |
| Ability to deal sensitively and appropriately with confidential information. |  |
| Ability to communicate effectively with internal and external contacts at all levels. |  |
| Team player, able to ask for and give support to colleagues |  |