



### Job Description

**Job Title:** Finance Administrator

**Reports to:** Financial Controller/Finance Officer

**Based at:** Study Hall Barns, Study, Melton Constable, Norfolk

<b>Job Purpose</b>	To provide the Finance team with administrative support, undertaking tasks that are essential to the efficient functioning of the finance department and the effective financial operation of the Charity.
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<b>Primary Responsibilities</b>	<p>To undertake data input into the SAGE database to maintain financial efficiency;</p> <p>To ensure efficient maintenance of accurate filing systems to support the finance team.</p>
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<b>Routine Responsibilities</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>➤ Separate invoices received into Charity and Trading where appropriate; code to relevant Nominal Code, VAT Status and Department Code; discuss any queries with Finance Officer/Financial Controller</li> <li>➤ Enter new suppliers onto Sage, ensuring bank details are include to enable future BACS payments</li> <li>➤ Process invoices received from all departments, code appropriately, enter details onto the Sage database and return to Financial Controller for payment</li> <li>➤ Cross-check all expenses forms; code as appropriate and enter onto the Sage database</li> <li>➤ Input new customers onto the Sage database and produce sales invoices as requested</li> <li>➤ Appropriately Code and input Trainline and other sundry purchases (onto the Sage database)</li> <li>➤ Input on-line Shop orders onto the Sage database;</li> <li>➤ Input Debit / Credit Card purchases onto the Sage database</li> <li>➤ Input Customer receipts onto the Sage database – record onto Daily Banking spreadsheet for each account</li> <li>➤ Maintain efficient filing system for financial transactions and donations</li> </ul>
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	<p><b>Donations</b></p> <ul style="list-style-type: none"> <li>➤ Photocopy cheques received and code appropriately; pass to Finance Officer/Financial Controller for agreement and input into Sage; record onto Daily Banking spreadsheet for each account.</li> <li>➤ Ensure all donations are recorded on the 'Thank You' spreadsheet</li> <li>➤ Count cash received from Event buckets / Collection tins; record onto the Sage database and prepare cash for deposit at Bank (Barclays - Holt); inform Finance Officer of amount received</li> <li>➤ Pass cheques to Finance Officer/Financial Controller for Clydesdale Bank, CAF and Charities Trust as appropriate</li> </ul> <p>This list is not exhaustive and is subject to revision in accordance with the needs of the charity to ensure an effective and efficient administrative function.</p>
<p><b>Key Skills &amp; qualifications</b></p>	<ul style="list-style-type: none"> <li>➤ AAT qualification or working towards one.</li> <li>➤ Ability to use a variety of software packages, such as Sage, Microsoft Word, Outlook, Powerpoint, Excel, etc.,</li> <li>➤ Be methodical, accurate and have a thorough approach to work, with excellent attention to detail;</li> <li>➤ Good oral and written communication skills;</li> <li>➤ Ability to work as part of a team;</li> <li>➤ Ability to multi-task, prioritise workload and work to tight deadlines;</li> <li>➤ Ability to operate a range of office machines such as photocopiers, computers, franking machine and document shredding machines;</li> <li>➤ Ability to work within a proactive and demanding environment;</li> <li>➤ Adaptability is essential as the needs of the role vary in line with the demands of the charity;</li> <li>➤ Ability to stay calm under pressure;</li> <li>➤ A desire to show initiative;</li> <li>➤ Neat personal appearance.</li> </ul>