

Post Title: Office and Finance Administrator

Full-time 37.5 hours per week
Office based with flexible working option

Responsible to: Company Secretary

Salary scale: £26k-£30k dependent on experience

Post Summary

To assist in the day to day finances of the organisation; working with the Bookkeeper and Company Secretary to ensure bank accounts are serviced and payments expedited in an efficient and orderly way, paying close attention to policies and procedures.

To facilitate the smooth running of the office, including reception duties, stationery supplies, kitchen and cleaning supplies, liaising with IT support and dealing with other contracts held. Also, when required, supporting the Company Secretary with the servicing of Board and sub-committee meetings and other governance tasks.

Main Responsibilities

Finance

Being an online banking user with inputting permissions

Checking the online banking every day for movements

Adding donations to the spreadsheet and database and letting the relevant staff members know

Processing and paying-in incoming cheques

Taking instruction from the Bookkeeper to process inter account transfers on the bank

Setting up online payments for core costs

Grant payments – liaising with grants admin to make grant payments, following up on outstanding approved grants, monitoring the pipeline of grant payments from approval stage to clearing the bank.

Making card payments for individual grants

Monitoring the petty cash

Creating PDF Fund Statements

Other banking administration as directed

Office Administration

Being first port of call for visitors to the office

Preparing refreshments for visitors and committee meetings

Overseeing booking of the meeting room; advising staff of clashes and finding alternative solutions where necessary

Ensuring kitchen supplies are fully stocked

Ordering stationery supplies

Liaising with IT provider and resolving staff IT issues

Dealing with other office contracts including photocopier and franking machine

Organisational governance support as directed

Person Specification

Essential

Experience in dealing with financial administration

Excellent organisational and planning skills, with high level of accuracy

IT skills and confidence working with new technology; competent in Microsoft Word/Excel/Access/PowerPoint/Outlook applications, and using the internet

Excellent communication and customer service skills

Good common sense

Ability to work within a small team, with a flexible, positive 'can-do' approach

Hard working, self-motivated, enthusiastic

Desirable

Finance-related qualification

Office management/support experience