



**Job Title:** Finance Administrator

**Reporting to:** Finance Officer

**Salary:** £16,000 – £18,000

**Hours:** 37 hours per week

**Location:** Based in Sheffield

As Finance Administrator, you will be responsible for the whole purchase ledger, from posting invoices to preparing the payment run for BACs. Working as part of a small finance team, you will also be responsible for other general accounting duties.

The post holder will work closely with all diverse teams across Ashiana and be able to build effective relationships with others. Working in conjunction with the Finance Officer, the post holder provides financial information, and related support, to others within the organisation.

#### **Job Purpose**

- To oversee the smooth running of the Ashiana finance administration functions.
- To review, develop and implement financial administrative structures that facilitate the effective delivery of Ashiana operational activity.
- To review, refine and manage financial systems and databases.
- To provide financial administrative support to the Finance Officer in their day to day work.

#### **Main Duties and Responsibilities**

- Overseeing the day to day financial administration and management of all the financial administrative processes
- Administration of all payments, in accordance with statutory requirements and ensuring the timely receipt of these to the relevant beneficiaries.
- Inputting of all entries into QuickBooks and the subsequent filing of all payment documentation.
- Maintaining the petty cash system, inputting this information into QuickBooks and carrying out monthly reconciliations.
- Review purchase ledger balances and investigate all debit balances
- Deal with day to day queries from staff and suppliers in a timely and professional manner
- Set up approved payment run ready for payment using online banking system, or prepare cheques where necessary. Ensure the payments are checked and authorised by two account signatories, providing them with signed payment details as evidence. Issue electronic remittances to all customers within 2 working days of submission.
- Amend and update the payment run as directed
- Issue of appropriate payslips to employees
- Assisting the Finance Officer, as required, with preparation of the working papers and journals to produce periodic management and statutory accounts, annual budgets and year end forecasts, to include:
  - The maintenance of Excel spreadsheets

- Reconciliation of Purchase Ledger control account
- Inputting transactions in the Quickbooks accounts software
- Regularly review Purchase Ledger balances and reconcile to supplier statements.
- General correspondence and office duties as required.
- In conjunction with Finance Officer to manage the Asset register system.
- Assist the Finance Officer and CEO in liaising with stakeholders, being the key point of contact for all suppliers.
- Assist in the maintenance and recording of Ashiana Lone Working safety check in system
- To perform general administrative duties, such as filing and photocopying, as required
- To liaise and communicate effectively, both internally within Ashiana, and externally, in relation to the activities of the post

#### Other

- To promote and comply with Ashiana's policies on diversity and to ensure confidentiality of all information both in the delivery of services and in the treatment of others.
- To attend supervision sessions, team meetings and appraisal meetings as appropriate.
- To work in accordance with the organisations Health and Safety Policy and associated procedures
- To undertake any other duties appropriate to the grade and purpose of the job which may be determined by an agreement with the post holder and management.

**Knowledge, Training & Experience Required (Person Specification)**

FACTOR	ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; QUALIFICATIONS</b>	<p>Relevant Finance/ IT / Administration based qualifications</p> <p>ACA/FCA /MBA/RSA/NVQ/C&amp;G</p> <p>A Level / Diploma</p>	
<b>KNOWLEDGE</b>	<p>Knowledge of database management and office systems</p> <p>An understanding and sensitivity of the complex issues of violence against women and girls.</p> <p>A working knowledge of social media functions in business</p>	
<b>EXPERIENCE</b>	<p>Experience of administration in charity/social enterprise/third sector finances</p> <p>Previous involvement in establishing and improving computerised accounting and financial management systems</p> <p>Experience of implementing office systems and processes</p>	<p>Experience of working in charity/social enterprise/third sector</p> <p>Large and small grant monitoring and reporting</p> <p>3 years accounting experience in a 2-4 person team</p> <p>Experience of production of management and statutory account reports</p> <p>Involved in the development and management of budgets</p>

<p style="text-align: center;"><b>SKILLS / ABILITY</b></p>	<p>Strong IT, administrative and organisational skills</p> <p>High level ability using Microsoft Office programmes including Word, Excel, Access and PowerPoint.</p> <p>A good level of English spelling and grammar, numeracy and an attention to detail and a high level of accuracy.</p> <p>Excellent written and verbal communication and interpersonal skills</p> <p>Ability to work within a diverse and culturally complex delivery team and beneficiaries and provide efficient and professional administrative support to other team members.</p> <p>The ability to prioritise own workloads and effectively manage a number of tasks at any given time.</p> <p>The personality and temperament to deliver in a high pressured environment.</p> <p>The ability to work with initiative and with limited supervision.</p> <p>Prepared to undertake continued professional development.</p>	<p>Ability and experience in using QuickBooks or other similar accounting software.</p>
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