

Job Description & Person Specification

Job Title	Finance Administrator
Location	London/Hybrid
Hours	0.6FTE (21 hours)
Accountable to	Finance Director
Responsible for	N/A
Job Band	Band 7 (Organisation Support)
Salary	£24,000pa FTE
Last updated	November 2023

Job Purpose

The Finance Administrator provides financial administration across core functions of the organisation ensuring that Respond's resources and systems are deployed effectively and efficiently in order to achieve its charitable aims. This will include providing support to the Finance Director in undertaking the day-to-day financial duties as well as providing some administrative support to Respond as a whole

1/ Duties and Key Responsibilities

1.1

- Processing all invoices, bank, expense claim forms and petty cash, ensuring that they have been correctly authorised
- Reconciling company credit card payments
- Providing support in entering all transactions and reconciliations on online banking
- Balance sheet and control accounts reconciliations
- Working with departments to follow up on debtor balances
- Monitoring and maintaining all financial records and data within agreed procedures
- Responding to financial queries from and providing reporting and support to internal & external stakeholders
- Supporting the Finance Director in the payroll process
- Providing finance administrative support
- Managing and maintaining purchase register
- Working closely with the Operations Manager to ensure that incoming telephone is answered and email enquiries are responded to in the absence of the Operations Support Assistant.

2/ General Responsibilities

- Access and work within Respond's policies and procedures.
- Ensure all work is undertaken in accordance with child and adult safeguarding guidelines and policies
- Attend internal cycle of team meetings relevant to this role.
- Engage with line management, supervision (where appropriate) and appraisal process.
- Comply with data protection regulations, ensuring that information on clients, employees, volunteers and other stakeholders remains confidential.
- Take responsibility for personal learning and development with support from line manager.
- Work in a manner that facilitates equal opportunities and inclusion for all.
- Remain professional and respectful at all times, promoting positive relations with all those we encounter in our work.
- Maintain health and safety and risk awareness for self and others across the organisation.
- Undertake any other duties that Respond may require within the remit of this role.

This job description does not form part of the contract of employment. It is intended as a guide to the general scope of duties and is not definitive or restrictive. It is expected that some duties will change over time and this description will be subject to review with the postholder at their annual appraisal.

Person Specification

Job Title	Finance Administrator
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Experience

- Experience of working in a hands-on, changeable working environment
- Highly numerate with good IT skills: strong Excel and experience of working on other applications.
- Excellent English communication skills (both verbal and written)
- Great people skills: able to work effectively across functions
- Strong organisation skills: ability to juggle priorities and work on own initiative.
- Excellent attention to detail: able to remain focused while dealing with complex data-entry.
- A flexible approach: able to work and produce high quality financial reports where there is still some systems development required.
- Good problem-solving skills: able to get things done, solution focused, prepared to take the lead.

Skills & Abilities

- Good interpersonal skills when relating to a range of stakeholders.
- Collaborative approach to working with colleagues.
- Written communication skills.
- Verbal communication skills to ensure clear messages across an organisation.
- Manage time and workload effectively to meet competing priorities and deadlines.
- Work independently and as part of a team.
- Able to focus on detail and the bigger picture.
- Microsoft 365 including Word, Excel, Outlook and PowerPoint and ability to use internet and customer relationship management (CRM) software.
- Troubleshoot and problem solve difficult situations calmly, diplomatically and effectively.

Knowledge

- Understanding of the challenges of working in the voluntary sector.
- Understanding of learning disabilities, autism, mental health sector, abuse, trauma informed approach or a willingness to learn.

Education & Qualifications

- Experience of using Sage, Xero, or other accounting package or aptitude in working with computer systems.
- Experience of working in a finance team supporting with accounts payable, bank reconciliations, balance sheet and journal posting (desirable).

Other Requirements

- Commitment to anti-discriminatory practice and equal opportunities and able to apply awareness of diversity issues to all areas of work.

Legal Requirements

- Exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.
- Enhanced DBS check.

Job Description Agreement	
Postholder Name:	Date:
Postholder Signature:	
Line Manager Name:	Date:
Line Manager Signature:	