

Finance Administrator

1. Job Details

- Job title: Finance Administrator
- Department / Directorate: Financial Accounting / Resources
- Reporting to (job title): Assistant Accountant
- Job Grade: 2

2. Dimensions

1. Budget responsibility: N/A
2. Number of direct/indirect reports: None
3. Size/scope of projects or services managed: N/A
4. Geographic coverage: Edinburgh

3. Job Purpose

To support the efficient operations of the financial accounting department by managing the finance systems in place. The Finance Administrator plays a key role in ensuring timely responses or delegation of incoming queries and the administration of transactional documentation.

4. Key Accountabilities and Responsibilities

The main duties and responsibilities include, but are not limited to:

1. Responsible for general office admin duties including, but not limited to, ordering stationery, arranging meetings, booking travel, preparing banking requests in Bankline and preparation of general office correspondence
2. Collecting and distributing any departmental postal mail
3. Answering the telephone and dealing with general enquiries
4. Scanning and photocopying

5. Managing the Finance helpdesk mailbox
6. Ensuring all invoices/expenses/payment requests are allocated to the appropriate people in the College
7. Controlling and efficiently managing the filing, including archiving.
8. Ensuring all invoices and expenses vouchers have appropriate supplier/expense codes to enable processing, checking they are coded and authorised.
9. Reconciling of suppliers' statements for the College
10. Production and processing of sales invoices.
11. Processing of credit card refunds in collaboration with the Finance Assistants
12. Create new Supplier & Expenses Codes in the College's financial system
13. Manage Finance's helpdesk by allocating and/or responding to tickets.
14. Maintenance of the Customers and Suppliers details in the College's financial system.
15. Preparing and issuing sales invoices at the request of the College departments
16. Preparing bank transfers for payment
17. Support external audits and provide requested documentation
18. Carrying out any other duties as may be requested from time to time by the Assistant Accountant, Financial Accounting Manager or Head of Financial Accounting

5. Impact of the Role

1. Works closely with the Finance Assistants and Assistant Accountant to manage queries and requests from College staff and external parties.
2. Initial point of contact for staff of the College in relation to financial queries or other matters managed by College Finance.

6. Communication Requirements

1. Communicates and interacts with both internal and external parties.
2. Responds to queries/requests to the Finance team or assigns these to the relevant person(s) within the Finance team as relevant.

7. Innovation and Problem Solving

1. Manages common/regular requests or queries including preparation or sharing of documents.

2. Free to respond to most requests/queries or to delegate requests/queries to other members of the Finance team as required.
3. Works with the Assistant Accountant to resolve more complex issues, or to escalate to the Finance Manager/Head of Department.

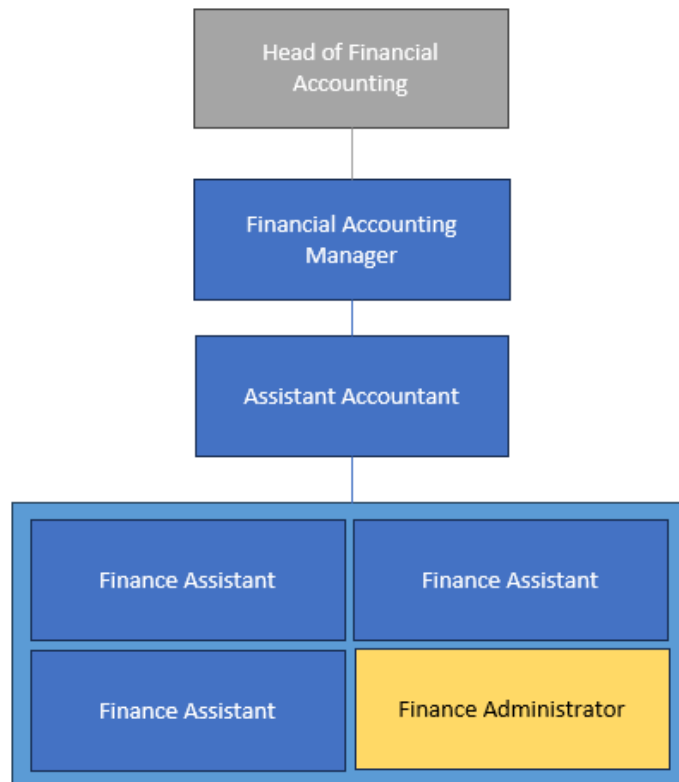
8. Knowledge, Skills & Experience

1. Strong numeracy and analytical skills.
2. Proficiency with Microsoft Excel and Word.
3. Excellent attention to detail and organisational skills.
4. Ability to work independently and as part of a team.

9. Risk and Working Conditions

1. Working within an office
2. Expected to respond in a timely manner to queries/requests

10. Organization Chart



11. Person Specification

1. Qualifications

Criteria	Essential	Desirable
Degree in accounting/finance		Yes

2. Experience

Criteria	Essential	Desirable
Experience with handling a departmental inbox	Yes	
Experience with financial documents including invoices, receipts and bank statements	Yes	
Experience of working with financial systems		Yes

3. Skills & Knowledge

Criteria	Essential	Desirable
Strong written and verbal communication	Yes	
Proficiency in Microsoft tools	Yes	
Working knowledge of accounting basics, specifically with accounting journals	Yes	

4. Behavioural Competencies

Competency	Description
Teamwork	Build and maintain effective working relationships.
Communication	Conveys ideas clearly and respectfully.
Customer Focus	Puts the needs of members and customers first

12. Signature and Date

Prepared by: Werner Braasch

Date: 15 September 2025

Approved by: Werner Braasch

Head of Department

Date: 06 October 2025