

JOB DESCRIPTION

Job Title: Finance Administrator – Fixed Term to 31st July 2018

Accountable To: Deputy Finance Manager/ Finance Manager

Summary of Post: Processing of financial transactions in an efficient, accurate and effective manner. Supporting the overall finance function with all aspects of the operational requirements of the business.

Duties and Responsibilities:

1. To work with the Finance Manager to process financial transactions and support the work of the Finance Department.
2. Carry out bank reconciliations for all of the Guild's bank accounts, investigating any unusual items and preparing them for review by the Deputy Finance Manager.
3. Ensure the efficient and effective processing of all transactions associated with the Sales Ledger & bank reconciliation function, including period end close down.
4. Raise sales invoices for utility and rent re-charges to Guild wide franchises on a periodic basis.
5. Review Aged Debtors analysis on a periodic basis and maintain credit control in accordance with the organizations terms and policies. When necessary instruct Debt Recovery on problematic Debtors.
6. Support the overall delivery of the Finance Department, and where necessary;
 - Support the Payroll Administrator with inputting of weekly timesheets provided by Guild departments on a weekly basis. Setting up new starters and deactivating leavers, issuing P45's and reissuing of pay slips as and when required.
 - Assist with the reconciliation of core staff monthly payroll processing and assisting with updates that are communicated via the Human Resources function in a timely efficient manner.
 - Produce Period End payroll journals (four weekly and monthly) ready for authorisation and upload into the Access Dimension finance application.
 - Support the Cashier with daily banking duties as required and assist with posting of Cash Sheets on a daily basis.
 - Support the Purchase Ledger function in times of absence with compiling BACS payments runs and making ad-hoc payments as and when required.

7. Assist in all Period End activities as directed by the Deputy Finance Manager including preparation of accruals, prepayments, deferrals and recharge journals.
8. Provide support with the preparation of annual budget templates and reforecast data ready to be uploaded into the Access Dimensions finance application.
9. Assist with finance projects such as the continuous improvements and functionality of the Focal Point and Access Dimensions finance applications.
10. Continually look to identify areas for improvement and develop processes that will enhance the level of service offered to stakeholders.
11. To undertake appropriate training and personal development as required for the role.
12. To adhere to all relevant Guild policy with particular reference to staffing, health & safety, environmental and any relevant Guild policy where it may impact upon your role.
13. To participate as a member of the Finance department and wider Guild team.
14. To support the work of the Finance team, where necessary, in the event of sickness, holiday or other exceptional circumstances.
15. To portray a positive image of the Guild both internally and externally, and set high standards of personal integrity and professionalism, leading by personal example.
16. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.

July 2017

Person Specification: Finance Administrator

	You must be able to demonstrate in your application that you have;	Essential	Desirable
	QUALIFICATIONS		
1	Good general education to A level standard, typically including Math's and English at least to GCSE C or equivalent	✓	
2	Computer literate including standard Microsoft packages	✓	
	KNOWLEDGE AND EXPERIENCE		
3	Relevant skills & experience in a finance department or demonstrable transferable skills	✓	
4	Knowledge of confidentiality and impact upon role	✓	
5	Experience of developing and managing relationships with stakeholders to deliver objectives	✓	
6	Experience of customer care and service for both external and internal customers	✓	
7	Experience of creating and maintaining admin systems		✓
8	Experience of using finance software applications		✓
	SKILLS AND ABILITIES		
9	Ability to present information clearly and concisely in writing or verbally, with excellent written and spoken English	✓	
10	Ability to establish strong working relationships with a wide range of individuals both within and outside the Guild, to include the University, students, staff,	✓	
11	Information gathering and/or research skills, for example acquiring knowledge	✓	
12	Ability to work using own initiative	✓	
13	Computer literacy - standard office software including spreadsheets and keyboard skills. (Use of web based systems would be advantageous)	✓	
	PERSONAL QUALITIES		
14	Understanding of and a commitment to Equality of Opportunity	✓	
15	Team focused approach	✓	
16	Self-motivated	✓	
17	Flexible	✓	
18	Committed to continuously improving service delivery	✓	
19	Customer focus	✓	
20	Persistent & able to persuade others to meet your deadlines	✓	
21	Attention to detail and accuracy	✓	