

**Job Description**

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| **Job Title:** | **Finance Administrator** |
| **Salary:** | £21,000 pa |
| **Hours** | 35 hours per week |
| **Responsible to:** | Manager |
| **Responsible for:** | Financial Administration |
| **Functional relationships:** | Fundraising staff, projects and admin lead staff, manager and trustees |
| **Main purpose:** | To provide treasury, bookkeeping and accountancy support to Wood Street Mission |

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| **Summary of Main Responsibilities** |
| * To ensure that QuickBooks is up to date with accurate financial information. * To enter all income into QuickBooks ensuring that it is coded correctly. * To process all invoices received ensuring that they are coded correctly and authorised by the appropriate person. * To prepare payment runs including cheques and on-line payments. * To prepare a cash flow forecast and keep the regularly updated ensuring that there is enough money in the bank to pay suppliers and staff. * To check the petty cash reconciliation and ensure that it is posted into QuickBooks correctly. * To undertake monthly management accounts including:   + Bank reconciliations   + Accruals, prepayments and deferments where required.   + To prepare balance sheet reconciliations.   + To prepare monthly financial reports. * To ensure that gift aid claims are processed and submitted to HMRC on a quarterly basis. * To prepare a quarterly VAT return and submit to HMRC. * To ensure that payroll journals are entered into QuickBooks. * To ensure that pension payments made to X are accurate. * To ensure that PAYE and NI payments to HMRC are set up and authorised in line with the required deadlines. * To prepare annual budgets for approval by the Trustees. * To prepare information for annual accounts and assist with the independent examination by external accountants |

**Person Specification**

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| **Essential**   * Excellent verbal and written communication skills including taking part in different types of meetings. * Relevant accountancy qualification or relevant experience * GCSE Maths and English grade C or equivalent * Forward planning and prioritising * Ability to work on own initiative * Experience of bookkeeping and management accounts * Willingness to work within the core hours of Monday to Friday, 8.30am to 4.30pm * Willing to undertake training to develop knowledge, skills and confidence * Enthusiastic and motivated with the capability to work as part of a small, busy team * Able to treat clients, donors, staff and volunteers with respect, dignity and in a confidential manner   **Desirable**   * Knowledge of QuickBooks online * Experience of using QuickBooks * Experience of working within a charity |