

**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
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**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
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