

**Job Description**

**Job Title:** **Finance Administrator**

**Reports to: Financial Controller/Finance Officer**

**Based at:** **Stody Hall Barns, Stody, Melton Constable, Norfolk**

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| **Job Purpose** | To provide the Finance team with administrative support, undertaking tasks that are essential to the efficient functioning of the finance department and the effective financial operation of the Charity. |

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| **Primary Responsibilities** | To undertake data input into the SAGE database to maintain financial efficiency;  To ensure efficient maintenance of accurate filing systems to support the finance team. |
| **Routine**  **Responsibilities** | **General**   * Separate invoices received into Charity and Trading where appropriate; code to relevant Nominal Code, VAT Status and Department Code; discuss any queries with Finance Officer/Financial Controller * Enter new suppliers onto Sage, ensuring bank details are include to enable future BACS payments * Process invoices received from all departments, code appropriately, enter details onto the Sage database and return to Financial Controller for payment * Cross-check all expenses forms; code as appropriate and enter onto the Sage database * Input new customers onto the Sage database and produce sales invoices as requested * Appropriately Code and input Trainline and other sundry purchases (onto the Sage database) * Input on-line Shop orders onto the Sage database; * Input Debit / Credit Card purchases onto the Sage database * Input Customer receipts onto the Sage database – record onto Daily Banking spreadsheet for each account * Maintain efficient filing system for financial transactions and donations   **Donations**   * Photocopy cheques received and code appropriately; pass to Finance Officer/Financial Controller for agreement and input into Sage; record onto Daily Banking spreadsheet for each account. * Ensure all donations are recorded on the ‘Thank You’ spreadsheet * Count cash received from Event buckets / Collection tins; record onto the Sage database and prepare cash for deposit at Bank (Barclays - Holt); inform Finance Officer of amount received * Pass cheques to Finance Officer/Financial Controller for Clydesdale Bank, CAF and Charities Trust as appropriate   This list is not exhaustive and is subject to revision in accordance with the needs of the charity to ensure an effective and efficient administrative function. |
| **Key Skills & qualifications** | * AAT qualification or working towards one. * Ability to use a variety of software packages, such as Sage, Microsoft Word, Outlook, Powerpoint, Excel, etc., * Be methodical, accurate and have a thorough approach to work, with excellent attention to detail; * Good oral and written communication skills; * Ability to work as part of a team; * Ability to multi-task, prioritise workload and work to tight deadlines; * Ability to operate a range of office machines such as photocopiers, computers, franking machine and document shredding machines; * Ability to work within a proactive and demanding environment; * Adaptability is essential as the needs of the role vary in line with the demands of the charity; * Ability to stay calm under pressure; * A desire to show initiative; * Neat personal appearance. |