

Gorebridge Beacon Finance Officer/Administrator

Hours: 14 hours per week (part time)

Salary: £20,000 per annum pro rata

Place of work: Gorebridge Beacon, Hunterfield Road, GOREBRIDGE, EH23 4TT

DESCRIPTION OF ROLE

Purpose

To work closely with the Centre Manager providing administration of the Beacon Centre, financial administrative support, procedures and processes in addition to analytical support and analysis to ensure the continued success and growth.

Key Tasks:

- Monthly Management Accounts preparation
 1. Balance Sheet reconciliations
 2. Preparation of quarterly expenditure reports
 3. Variance analysis & reporting
 4. Collation of relevant statistical data
- Assisting the Centre Manager and Treasurer in financial budgeting & forecasting.
- Manage purchase ledger, ensuring timely payment to all suppliers.
- Timely and accurate input of all purchase & payment information to our IT based accounts system.
- Coordinate purchase orders, process and raise invoices and payments via cheque, cash and online banking.
- Processing of all employee salary and expense claims.
- Posting of petty cash transactions.
- Handle credit control including chasing debtors, issuing statements and reporting any collection issues to the Centre Manager.
- Process all bookkeeping and accounting transactions using our IT based system.
- Complete weekly bank reconciliations.
- Complete VAT return and reconciliation quarterly.
- Investigate and negotiate best prices across a range of expenditure items such as mobile phones, accommodation, travel, office supplies etc.
- Support and continue to improve framework for documenting Asset Inventories and routinely carry out existence testing.
- Distribute, collate and prepare monthly employee hours report to send to payroll provider.
- Prepare and post monthly payroll journal.
- Manage pension auto enrolment processes (from October 2017)
- Aid the Centre Manager in the continued development and improvement of financial processes, controls and reporting
- Support for Fundraising Applications & end of Funding Financial Reporting.
- Resolution of finance related queries
- Attend finance meetings and keep minutes
- Assist in the production and preparation of spreadsheets and reports as required
- Aid in the preparation of Annual Accounts and assist with any audit queries that may arise.

Office Administration Duties

1. Answer routine enquiries in person, by phone and email or redirect them to other team members where appropriate.
2. Process our general incoming mail, prepare and forward outgoing mail
3. Monitor, review and maintain general office equipment and maintenance contracts
4. Liaising with contacts, suppliers and staff.
5. Organise and maintain sickness and holiday leave.

Other Duties

1. Engage in all aspects of safe and efficient working practices in line with Health and Safety at Work legislation and the company's health and safety policy
2. Take minutes at board meetings and monthly team meetings.
3. Carry out any other duties that may be requested by the Centre Manager.

ORGANISATIONAL RELATIONSHIPS

Responsible to:

- Gorebridge Beacon Centre Manager

PERSON SPECIFICATION

Experience -

Essential

- Experience of working at a Finance Officer Level
- Experience of working with Accounting Software
- Experience of using Microsoft Word and Excel at an advanced level
- Experience of writing reports
- Experience of working within a challenging and high-pressure environment
- Experience of implementing and adhering to financial controls and procedures

Desirable

- Experience of using accounting software
- Ability to extract and manipulate data within Excel
- Experience in preparation of management accounts, year-end accounts, audit processes and procedures
- Experience and knowledge of managing restricted and unrestricted funds
- Experience of designing financial reports and variance/ exception analysis
- Experience of working within finance in the Third Sector

Skills & Abilities -

Essential

- Ability to plan, organize and manage own workload.
- Methodical with high attention to detail and analytical ability.
- High-level understanding of accounting processes and procedures.
- Good interpersonal skills with both clear written and verbal skills.

- Initiative to be able to develop and improve systems & procedures.
- Knowledge of data protection issues with a clear understanding of confidentiality with written and computerized materials and processes.
- General knowledge of policies, systems and financial structures of a charity or company.

Personal Qualities –

- Self motivated and enthusiastic
- Highly personable and a good communicator
- Belief in opportunities for all, and high expectations for all.
- Passion and commitment to inclusive practice.
- Strength of character and a sense of humour.
- A belief in and determination for others to succeed.
- Enthusiasm and willingness to be flexible in achieving targets and outcomes.

