

Job Description: Administrator

Hours: 21 to 35 hrs per week

Salary: £20,620 FTE per annum pro rata to 21 to 35 hours per week

Contract Type: Permanent contract

Accountable to: Head of Finance and Operations

Working alongside: Finance Administrator

Purpose of the post:

To provide financial and accounting support, working closely with the Finance Administrator and Head of Finance & Operations to ensure that accounting processes are undertaken in a professional, accurate and timely manner.

Main tasks and responsibilities:

- Payroll:
 - Calculating pay due from timesheets and pay claims and updating the payroll spreadsheet.
 - Adding payroll information to Xero.
- Sales ledger:
 - raising invoices to schools, EWS and other clients
 - recording receipts
 - chasing outstanding payments
- Purchase Ledger:
 - posting invoices to accounts system
 - arranging invoice authorisation
- Processing receipts from clients and students:
 - reconciling monies received through GCS bank account and website
 - recording income to the client fee/student fee monitoring spreadsheets
 - posting transactions to the accounts system (Xero)
- Taking client/student payments by phone
- Chasing outstanding client payments
- Ensuring all bank transactions are posted to the accounts system
- Other finance administration duties as required.

The skills, experience and qualifications you will need:

Administration experience or finance administration experience

- Good level of IT literacy including Excel, Office 365 and accounting software packages
- Attention to detail
- The ability to manage own workload and prioritise and organise work effectively.
- Good organisational, administrative and time management skills.
- Good interpersonal communication skills and a good telephone manner.
- A high level of integrity and ability to maintain confidentiality at all times.
- To have the ability to be flexible and work effectively as part of a team whilst retaining the ability to work independently.

Person Specification: Finance Administrator

| Key Skills and Strengths | Essential | Desirable |
|---|-----------|-----------|
| Excellent attention to detail | ✓ | |
| Good verbal and written communication skills | ✓ | |
| High levels of professionalism | ✓ | |
| IT literate with a working knowledge of Microsoft Office packages | ✓ | |
| Working knowledge of accountancy software packages | | ✓ |
| Ability to demonstrate a methodical, organised and flexible approach to work. | ✓ | |
| Ability to multi task, work under pressure, yet maintain quality | ✓ | |
| Excellent interpersonal and customer service skills with the ability to communicate effectively with a diverse range of people. | ✓ | |
| Maintain a high level of confidentiality and discretion at all times | ✓ | |
| Experience | | |
| Finance administration experience | | ✓ |
| Practical experience of working in a busy office environment. | ✓ | |
| Using IT systems and packages. | ✓ | |
| Working as part of a team and on own initiative. | ✓ | |
| Responding to queries and simple problem solving | ✓ | |
| Setting up and maintaining Excel spreadsheets and electronic filing systems. | ✓ | |
| Experience of Microsoft SharePoint | | ✓ |
| Use of Office 365 | | ✓ |
| Experience of working within the Voluntary Sector | | ✓ |
| Qualifications | | |
| At least 5 C/GCSE's or equivalent | ✓ | |
| AAT level 2 | | ✓ |
| Personal style and characteristics | | |
| Commitment to providing a high-quality service | ✓ | |
| Professional and friendly manner | ✓ | |
| Can work both on own and effectively as a team player | ✓ | |
| Ability to remain calm under pressure | ✓ | |
| Multitasker | ✓ | |
| Flexible | ✓ | |
| Willingness to contribute to the charitable aims of the organisation | ✓ | |

The role is subject to receiving satisfactory references and a probationary period.