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| Job Title  | Finance Administrator |
| Responsible to  | Head of Finance & Business Support |
| Hours of Work | 30 hours per week over 4 or 5 days (must include a Friday) |
| Salary  | NJC Scale Point 7 £20,092 FTE per annum (pro rata) |
| Contract  | Permanent  |
| Location  | Juno Women’s Aid premises including co-location with statutory partners and community partnership locations. |
| Date Revised | October 2021 |

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| **JOB PURPOSE**  |
| As a member of our admin team, you’ll work closely with our Head of Finance and Business Support to provide day to day financial processing of all accounting transactions.You’ll have experience of working in a financial administration role including responsibility for purchasing, processing payments, income, banking and petty cash. You’ll maintain financial systems with the Finance Officer and the Head of Finance and Business Services.You’ll maintain accurate records in relation to all Juno funds and ensure accurate monthly input of wage costs. |
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# **PRINCIPLE DUTIES AND RESPONSIBILITIES**

**Provide day to day financial processing of all accounting transactions**

* Undertake the day to day input of transactions onto the accounting system and the maintenance of financial records including inputting and posting items using the Quickbooks system
* Raise purchase orders on the Excel database
* Process purchase ledger invoices
* Raise sales invoices for all funding streams
* Review, check and reimburse petty cash floats as necessary. Identify and refer any unusual spend to the Head of Finance and Business Services
* Attend the bank to deposit cash and cheques or collect cash to replenish petty cash floats
* Purchase items of equipment and resources in line with financial authority levels, being cost conscious on every occasion
* Carry out monthly credit card reconciliation
* Complete monthly bank reconciliations
* Schedule regular BACS payments fortnightly and book senior staff and trustees for checking and approval for those dates.
* Generate monthly BACS payment runs, utilising the Lloyds Bank Commercial Banking Online system.

**Maintain financial systems with the Head of Finance and Business Services**

* Contribute to and update Juno financial procedures
* Liaise with suppliers and resolve any queries as necessary
* Identify, locate and book authorised travel arrangements and overnight accommodation as required by staff and service users

**Maintain accurate records in relation to all Juno funds**

* Monitor bank balances on a monthly basis
* Check and release authorised payments to suppliers and staff
* Run aged debtor reports and check and follow up details.
* Maintain an accurate record of housing benefit payments, rent and service charges on supported housing projects – e.g Serenity, including monthly returns to relevant Housing Authority

**Ensure accurate monthly input of wage costs**

* In conjunction with the Finance Officer input wages onto Quickbooks, liaising with the HR team for any changes and internal moves of staff
* Ensure relief wage costs are input according to area of work
* Provide checking and support to all BACS transactions

**General Requirements**

* Assist in any area of Juno administration in the absence of colleagues
* Attend and participate in all staff meetings, team meetings, supervisions and sub groups as required
* Ensure confidentiality on all appropriate matters, any breach of confidentiality will be treated according to the Confidentiality Policy
* Be aware of the requirements of the General Data Protection Regulations and other legislation, ensuring confidentiality of information in respect of records maintained and tasks undertaken.
* Undertake appropriate training as identified by self and the HFBS and to keep up to date with issues relating to domestic violence
* As required by Health and Safety at Work legislation, to take care of one’s own health and safety and that of others
* Compliance with Juno Equality and Diversity Policy and practices at all times and to ensure effective implementation of anti-oppressive practice throughout the organisation
* Ensure adherence to Juno values, ethos, policies and procedures
* Abide by the Aims and Objectives of Women’s Aid England of which the organisation is a full member
* Undertake any other tasks that are appropriate to the post and which reflect the needs of the organisation

**Other:**

1. This post is subject to completion of a six-month probationary period.
2. Must be able to visit sites and work across Juno Women’s Aid sites as required.
3. Post is open to women only under the Equality Act 2010, schedule 9, part 1

This job description is not designed to provide an exhaustive list of tasks and therefore the post holder is expected to undertake any other reasonable duties within the scope of the post as specified by their line manager.

**Application:**

1. When completing the application form, please use clear examples of how your experience, ability, skills/transferable skills, meet the requirements detailed in this Person Specification below.
2. Please include examples from paid or voluntary work/activities or other 'life' experiences.
3. This information will be used as a basis for shortlisting.
4. Where you don’t meet the requirements of the post currently, please explain how you intend on doing so, for instance via training and commitment to personal development.

**Person specification – Finance Administrator**

**Key to Table**

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| **A** | **Application areas will be used to shortlist** |
| **I**  | **Tested at Interview Stage** |
| **T** | **Test[[1]](#footnote-1)** |

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| **AREA OF RESPONSIBILITY** | REQUIREMENT | **MEASUREMENT** |
|  | **A** | **I** | **T** | **D** |
| **1 Administrative**  | Attention to detail and high degree of accuracy.  |  | √ | √ | √ |  |
| Ability to update, devise, and maintain manual and computerised record systems. |  | √ | √ | √ |  |
| Ability to work within strict procedural guidelines. |  | √ | √ | √ |  |
| **2. Finance** | Experience of working in a financial administration role or similar including responsibility for processing payments, income, banking and petty cash. |  | √ | √ | √ |  |
| Experience of working in a busy and complex working environment with confidential information |  | √ | √ | √ |  |
| Knowledge of QuickBooks accounting system or similar |  | √ | √ | √ |  |
| A good understanding and working knowledge of multiple, complex budgets and producing financial reports  |  | √ | √ | √ |  |
| 3 Skills and Abilities  | Ability to communicate effectively verbally and in writing with the ability to grasp and challenge complex information in verbal and written form. |  | √ | √ | √ |  |
| Excellent attention to detail and organised approach that ensures completion of tasks to tight deadlines |  | √ | √ | √ |  |
| Good interpersonal skills and ability to communicate effectively with a variety of people verbally on the phone and in writing  |  | √ | √ | √ |  |
| Ability to work under pressure, prioritise workload and use own initiative within the constraints of the role |  | √ | √ | √ |  |
| Understanding of data protection regulations (GDPR) and confidentiality.  |  | √ | √ |  |  |
| Ability to work as part of a team, being adaptable to the needs of the organisation  |  | √ | √ | √ |  |
| **4. Information Technology** | Ability to use information technology e.g. Word, Excel, SharePoint, databases, internet, email. |  | √ | √ | √ |  |
| **5 Equalities** | A commitment to Juno’s equality and diversity policy and the requirements of equal opportunities at work.  |  | √ | √ |  |  |
| **6 Other**  | A willingness and ability to attend meetings in places outside Juno[[2]](#footnote-2)Experience of working in the voluntary sector – desirable |  | √ | √ |  |  |
| **7 DBS** | Must have or be able to obtain enhanced DBS clearance  |  |  |  |  | √ |

1. Test at interview will not presume prior knowledge but will seek to test transferable skills listed in the person specification. [↑](#footnote-ref-1)
2. The post holder is not required to have access to a car, but will need to operate and attend all relevant Juno offices and bases as needed to carry out their work. [↑](#footnote-ref-2)