

Job Description & Person Specification

Job title	Finance Administrator
Salary Scale	SCP Scale 9-14 (£20,903-£23,080) pro rata
Location	Based at Mind Monmouthshire Offices.
Contract hours	15 hours per week
Responsible to	Finance and Administration Manager
Responsible for	N/A

Role purpose	<ol style="list-style-type: none"> 1. Responsible for the day-to-day administration of the organisation's finance function including all income and expenditure 2. Maintain financial records through the use of financial software as well as maintaining accurate, up-to-date records of all financial transactions
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Key Accountabilities	
	Overall administration of the financial function of the organisation. Input and update the organisation's Sage 50 accounting system in order to ensure that all income and expenditure is recorded accurately in a timely manner.
	Maintain and develop financial recording systems to ensure a clear audit trail is established.
	Assist with the provision of financial information for grant applications, contract income, monitoring reports, and as requested.
	Receive, record, and pay invoices, ensuring expenditure is accurate and invoices are paid within set time limits.
	Liaise with company accountants on payment of wages.
	Receive and record expenses, timesheets and salary details of all employees to ensure timely processing of monthly payroll and pensions.
	To assist as necessary with all incoming communications to Mind Monmouthshire and to direct all communication to the relevant department or person.
	Work as a member of the Central Services team, and be prepared to support other colleagues and their work when necessary.

The Finance Administrator is expected to promote a positive image of mental health and Mind Monmouthshire to other agencies and the general public.

The work of Mind Monmouthshire changes over time and it is not possible to describe all responsibilities of the Finance Administrator.

Person Specification

Notes to applicants

Please read our requirements carefully. When completing our application form please show how you meet our requirements. Where possible give examples of how you have worked with clients and relevant agencies to meet their needs.

Area to be assessed	Description of requirements.	How tested
Experience	<p>Essential Experience of maintaining accurate, up-to-date records of all income and expenditure.</p> <p>Have a thorough understanding and experience of monthly reconciliation of income and expenditure, petty cash accounts, payment of invoices, payment of staff expense claims, etc.</p> <p>Desirable At least 2 years of experience of working in a finance administration role</p>	Application form Interview
Skills and abilities	<p>Essential Excellent written and verbal skills, IT literate with good working knowledge of Microsoft Office packages and Sage 50 software.</p> <p>An excellent communicator, with the ability to communicate with a wide range of people in various formats.</p> <p>Able to work to deadlines and prioritise workload according to given timescales with a high level of accuracy and attention to detail.</p>	Application form, interview and test
Knowledge	<p>Essential Knowledge of Sage 50 or similar. Accounting and financial administration requirements. Internet banking, invoicing and back reconciliations.</p> <p>Desirable Working knowledge of payroll systems and procedures. Basic First Aid. Understanding of Mental health Issues.</p>	Application form and interview
Qualifications	A good standard of education Book-keeping or finance qualification such as AAT (or working towards).	Application form and qualification certificates
Other requirements	Has a commitment to personal development	