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| **JOB TITLE** | Finance Administrator |
| **RESPONSIBLE TO** | Finance Manager |
| **RESPONSIBLE FOR**  | Not applicable |
| **JOB PURPOSE** | To support the finance manager with the financial operation of the charity |
| Working under the instruction of the finance manager to:* Input the charity financial records into the QuckBooks system correctly
* Invoice for day services and residential home
* Reconcile bank balances
* Working with the administrator & managers run payroll using QuickBooks system (RTI and pensions)
* Process & reconcile direct debits and standing orders
* Assisting with the financial operations of the charity shop
* Assist with fundraising
* Assisting with the management of utility and other contracts
* Carry out banking task as necessary
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| **MAIN DUTIES** |
| * Taking instruction and sharing tasks with the finance manager to processes work effectively.
* Ensure the QuickBooks system is kept up to date and is accurately inputted.
* Support departmental managers with keeping records of petty cash transactions.
* Produce invoices for service user attendance and monitor payments
* Take payments for attendance using card payment terminal and record accurately, ensure payments are allocated to the correct department.
* Supporting the charity shop manager and treasurer with daily financial operations
* To support departments with budgeting using Excel spreadsheets
* To support the finance manager with managing utility and other contracts
* Working with the finance manager, administrator and departmental managers to run monthly payroll (approx. 45 staff), using the QuickBooks system to:

Pay staff accurately and on timeMaintain records for payroll, annual leave and sickness for each department Be responsible for RTI reporting to HMRC and making accurate PAYE payments  to HMRC* Working with the Trustees and staff to team to support fundraising
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| **ADDITIONAL DUTIES** |
| * On occasion in the absence of the administrator, take telephone messages and signpost enquires to the correct department
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| **PREPARED BY**: Pauline Fletcher C.E.O. **DATE**: July 2023 |
| The company reserves the right to amend the duties of the Finance Manager according to the needs of the business. |