|  |  |
| --- | --- |
|  | |
| **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 | |
| **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 time  Maintain 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 | |
| **ADDITIONAL DUTIES** | |
| * On occasion in the absence of the administrator, take telephone messages and signpost enquires to the correct department | |
| **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. | |