



JOB DESCRIPTION

JOB TITLE: Finance Administrator (part time)

RESPONSIBLE TO: Financial Controller

MAIN DUTIES:

Working closely under the guidance of the Financial Controller, to assist in the maintenance and development of EMERGE's financial systems, supporting all financial administration duties as required. To ensure that all financial transactions are recorded accurately in the company's Sage accounting software. In conjunction with other key personnel, ensure that a high level of customer care is maintained in relations to EMERGE's finance functions, acting as a first point of contact for customers whenever necessary.

TASKS AND RESPONSIBILITIES

1. Maintain the purchase ledger. Ensure purchase order has been raised as per approval limit, timely processing of purchase invoices within sage and expediting the approval process.
2. Assist with the Customer ledger, maintaining high levels of data accuracy at all times.
3. Prepare the payment run, process payments through on-line banking and ensure payments are accurately applied against supplier accounts.
4. Assist in processing incoming receipts, taking credit/debit card payments as required; Bank cheques if needed.
5. Post all transactions from the bank statements and complete bank reconciliations.
6. Ensure new customers was set up accordingly in Sage and that sales invoices for new/current Customers are raised and posted to the sales ledger.
7. Inform the Financial Controller (and in his/her absence the Director or another nominated manager) of any problems that come to light on a

daily basis including bank and other correspondence from key stakeholders.

8. Provide cover for payroll preparation and payment including processing timesheets as needed.
9. Provide cover for petty cash and payment of volunteer expenses as needed.
10. Assist with opening mail and recording important letters for management attention in the diary.
11. Assist in the preparation of VAT returns.
12. To attend any relevant meetings or training as required.
13. Answer the telephone and signpost customers as needed, to assist with the smooth running of the office generally.
14. Any other duties that are reasonably assigned by the Financial Controller (or in their absence a delegated manager).

DETAILS:

Hours: 14 hours per week over 2-3 days (negotiable), by arrangement.

Probation: 6 months

Pay Scale: £9.24 per hour starting salary.

Base: Based at the EMERGE offices.

Duration: Permanent.

Personal Specification

	Essential	Desirable	Application Form	At Interview
1. Have a working knowledge and minimum of two years' experience of financial administration within an organisation/business.	✓		✓	✓
2. Have a working knowledge and experience of running a payroll system.	✓		✓	✓
3. Ideally, will hold finance sector certification e.g. AAT, bookkeeping or equivalent.		✓	✓	✓
4. Have excellent computer skills, in particular good working knowledge of Sage Line 50, Sage 50 Payroll, Microsoft Excel and Word.	✓		✓	✓
5. Proven excellent skills in numeracy, literacy, administration, organisational and communication skills.	✓		✓	✓
6. Be able to work effectively under pressure individually, whilst remaining a strong team player.	✓		✓	✓
7. Have interest in implementing systems and adapting procedures towards achieving ongoing improvement of financial management of the company's activities.	✓		✓	✓
8. Be a self-motivated and conscientious individual, able to work with a variety of people, colleagues, volunteers, and others – in a social enterprise with a charitable ethos and various financial and operational challenges.	✓		✓	✓
9. Must have excellent attention to detail and ability with numbers, whilst being able to apply a wider perspective on the role, to assist in taking the business forward in a methodical and business-like manner.	✓		✓	✓
10. Have excellent communication skills both oral and written.	✓		✓	✓
11. Demonstrate an active commitment to equal opportunities.	✓		✓	✓
12. Knowledge of funding practice in the not for profit sector, experience of the requirements of grant bodies and capable of taking a long-term view of financial needs and viability.		✓	✓	✓