

Finance Administrator

Responsible to	Finance Manager
Responsible for	None
Grade	B

Purpose

To carry out the bookkeeping and other finance functions of WHCF, WHFCE and HCF and to assist the Finance Manager in providing financial information for the management team and Board of Trustees.

Main duties and responsibilities

Bookkeeping

- ◆ Processing purchase ledger invoices and expenses on Xero.
- ◆ Processing petty cash and charge card receipts.
- ◆ Prepare and supervise banking and petty cash count.
- ◆ Supplier Statement Reconciliations
- ◆ Dealing with incoming emails in connection with queries
- ◆ Milk Claim submission for Children & Family Services (CFS)
- ◆ Supporting the CFS Finance with Funding Claim and support with queries and Portal upload

Period End

- ◆ Month-end procedures and reconciliations as required.
- ◆ Supporting with Bank reconciliations
- ◆ Assist the Finance Manager in producing monthly reports as required for financial monitoring.
- ◆ Other accounts functions as required by the Finance Manager.

General

- ◆ Attend staff meetings and supervision sessions as required.
- ◆ Work always within the word and spirit of equal opportunities legislation and best practice.
- ◆ Be responsible for the health and safety of yourself, and that of others, in the workplace.
- ◆ Carry out other duties as reasonably requested from time to time by the Finance Manager.

Person Specification

Essential

- Have some finance experience
- High level of attention to detail and accuracy in work
- Well organised and methodical and able to work to tight deadlines under pressure.
- Excellent oral and written communication skills including report writing.
- Ability to work flexibly and under own initiative.
- Good working knowledge of Microsoft Office (Word, Excel etc)
- A commitment to working within the ethos and policies and procedures of Windmill Hill City Farm.
- Must be legally entitled to work in the UK and will be required to provide CRB check.

Desirable

- Have some experience with Childcare Funding
- An interest in the aims and mission of the Farm