

# Utheo Ltd / Orbiston Neighbourhood Centre

## Job Description

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<b>Job Title:</b>	<b>Financial Administrator / Bookkeeper</b>
<b>Responsible to:</b>	Operations Manager
<b>Salary:</b>	£22,409 pro rata per annum.
<b>Hours:</b>	32 hours per week, flexible to meet the requirements of the job. There will be no additional payment for overtime or unsociable hours, but time off in lieu will be given for hours worked in excess of contracted hours

### **Job Brief**

This is the key finance / administration role for the organisation.

As part of the Management Team the Financial Administrator / Bookkeeper needs to be responsive, well organised and sufficiently experienced and skilled to manage a high volume of activity in a fast moving environment without difficulty.

The Financial Administrator / Bookkeeper will provide financial and administrative support to the Management Team, Directors and Staff and participate effectively as a member of the Management Team.

### **Location**

The Financial Administrator / Bookkeeper will be based within the premises of Orbiston Neighbourhood Centre in Bellshill.

### **Job Responsibilities**

#### **Financial Administration:**

- Maintain appropriate financial management systems and ensure their effective operation.
- Maintain accurate financial record, ensure financial systems demonstrate the highest standards of integrity and provide adequate financial advice to the Management Team and Directors.
- To be experienced in the use of Microsoft Word, Excel and SAGE accounting and payroll systems.
- Administration of PAYE, attend to accounting procedures: accounts payable/received, cash handling, bank reconciliation, trading profit & loss and balance sheet. Tax returns.
- To process weekly wages and monthly salaries using SAGE Payroll.
- To process incoming and outgoing invoices, bills and bank deposits.
- Administration of Pension Scheme(s)
- Administration of Grant Funding
- Administration of petty cash and be responsible for payments to staff and volunteers.
- Prepare monthly and year-end journals and other relevant information and liaise with auditors for annual auditing of organisations accounts.
- Advise the Directors and Management Team on financial practices that are in keeping with best practice.

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### Project Administration:

- To carry out all administration arrangements under the direction of the Operations Manager.
- To provide day-to-day administration and clerical support to staff and Directors.
- Maintain accurate records and appropriate administration and office management systems and ensure their efficient operation.
- Provide regular reports and updates as required by the Management Team and Directors.
- To be responsible for HR matters in relation to payroll and personnel files.
- Ensure administration records meet the requirements of funders for monitoring and evaluation purposes.
- Attend appropriate meetings and chair/co-chair when required.
- To undertake appropriate training in relation to the organisations goals as and when required and to be actively involved in your own personal development.
- To undertake other duties in relation to organisational development as may be deemed necessary by the Board of Directors and/or the Operations Manager.

### Person Specification

#### Essential Requirements for the Post:

- Honest and Trustworthy
- Financial and budgetary management experience
- Highly developed ITC skills (Microsoft Office, SAGE Accounting & Payroll)
- Ability to administer PAYE systems and other financial returns
- Ideally educated to HND level or a relevant qualification is required, or experience of charity accounting will be taken into account
- Office management experience
- Ability to work on own initiative and prioritise workload
- Good organisational skills
- Ability to work under pressure
- Excellent written and verbal communication skills
- Experience of report writing
- Outgoing, friendly and approachable disposition, a clear thinker with a positive, adaptable and flexible approach
- A commitment to equal opportunities in principle and practice
- An understanding of the spiritual needs of individuals and communities
- Experience of working with the general public

#### Desirable Requirements for the Post:

- Experience of working in the voluntary sector
- Knowledge and understanding of Health and Safety legislation.