



Job Description

Finance Administrator

JOB OBJECTIVES

- To provide administrative support to Senior Manager and the staff team
- To provide caring and professional response to all customers and visitors and to deal with all telephone enquiries in a cautious and efficient manner
- To work with colleagues as a member of the team
- To work within the setting's Policies and Procedures (including Oasis Staff Code of Conduct)

MAIN DUTIES AND RESPONSIBILITIES

- To ensure the office and public area are kept clean, tidy and safe
- To be responsible for processing incoming and outgoing mail and goods, including delivery notes
- To attend and take minutes of Management and staff meetings as required
- To be a point of contact on the telephone, take messages and ensure these are relayed to the appropriate member of staff
- To be responsible for health and safety within the Reception area, and to work at all times within the requirements of the Health and Safety legislation
- To be aware of confidentiality at all times, and to ensure security of confidential information
- Check the accuracy and presentation of all work procedures to ensure accurate and professional presentation
- To be responsible for financial procedures, including petty cash, banking and monitoring cash flow etc.
- Report monthly on profit and loss for management plus prepare financial report for Management Committee meetings. Monitor variances and report on significant issues
- Prepare wages, process and file payroll to include pension administration and staff holiday calculations
- Complete Monthly bank reconciliations
- Produce and process accurate monthly sales and supplier invoices. Process receipts and make payments in a timely manner.
- Assist in preparing annual budgets and provide information to external Accountant to assist the preparation of yearly accounts
- To assist the Senior Manager in setting up systems and procedures
- To use all IT programmes and systems
- Typing of letters, memos, etc. and designing posters, flyers, newsletters, etc.
- To participate in any training necessary for the development of the post

- Maintain filing systems in neat and orderly manner to ensure easy retrieval by colleagues and to undertake filing as appropriate
- Comply with procedures relating to security of all premises
- Support the ordering of stationary, goods, services and publications as necessary
- Receive customers and visitors to the setting in a helpful, welcoming and professional manner
- To undertake other duties which may reasonably fall within the nature and requirements of the post
- The post-holder should be familiar with all aspects of administrative work routines which facilitate the smooth running of the office in the absence of the Senior Manager

This post will only be offered subject to enhanced DBS check and satisfactory references.