

Job Title: Finance Administrator (Fixed Term Contract)

Citizens Advice Southampton is a local charity providing free, independent, confidential and impartial advice to over 7,000 people in Southampton every year on any problems they might face.

We are seeking candidates with proven finance administration expertise to join our busy and friendly advice organisation. As well as capability in financial administration, a working knowledge of charity finance is desirable.

Working closely with our Treasurer, Chief Officer and Management Accountant this is a key role in our organisation supporting the board in ensuring the general smooth running of the organisation.

Hours:	15 per week
Salary:	£6,825 - £7,519 per annum (depending upon experience)
Location:	Citizens Advice Southampton. 3 Kings Park Road, Southampton. SO15 2AT
Contract:	Fixed Term Maternity Cover
Reporting to:	Chief Officer

Finance Administrator - Job Description

Job Purpose

To assist the smooth-running of the accounts function of the organisation, by providing a methodical bookkeeping service. This will include the monitoring of income and expenditure and highlighting any issues to the Chief Officer.

Summary of duties and responsibilities

1. Setting-up payments in accordance with the organisation's Financial Procedures.
2. Invoicing creditors and monitoring remittance payments.
3. Liaising with the Citizens Advice Management Accountant/Chief Officer and Treasurer to support the production of internal and external reports using Quickbooks.
4. Administration of petty cash and banking.

Main duties and responsibilities

1. Setting-up payments to employees and other creditors for authorisation
2. Reconcile bank accounts on a monthly basis
3. Reconcile petty cash and prepare statements
4. Record and bank payments coming into bureau using Quickbooks
5. Make and record payments going out of bureau using Quickbooks
6. Filing invoices, remit advice and bank statements
7. Sending invoices
8. Processing expense claims
9. Credit control
10. Filing childcare and pension payments (monthly)

Other responsibilities appropriate to the role

11. Support the preparation of the annual budget and end of year accounts.

12. Any other relevant administrative and support duties required.
13. Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.
14. Ensure that work undertaken reflects and supports the Citizens Advice Southampton equality and diversity policy.

Person Specification

1. Proven numeracy skills and the ability to operate established financial systems e.g. Quickbooks or similar (E)
2. Organisational ability with methodical approach to meeting deadlines and key dates in a busy environment. (E)
3. Proven ability to work within established Financial Procedures and apply them as required. (E)
4. Good verbal communication skills, including the ability to deal appropriately with a range of people both face-to-face and by telephone (E)
5. Ability to maintain office system and use IT packages, including word processing / spreadsheet / and the ability to use email and to maintain an electronic diary.(E)
6. Ability to work on own initiative and as part of a team. (E)
7. Ability to monitor and maintain own standards.(E)
8. Knowledge of and commitment to work within the aims, principles and policies of the Citizens Advice service. (E)

Requirements of the Role

1. Ability to work flexible hours if required

This role does not require a DBS check

Key Dates for reporting purposes

1. Trustee Board Meetings. Held on the fourth Wednesday of each month between 5.30pm and c.7.30pm with the exception of August and December.