

<b>Job Title</b>	Finance Administrator
<b>Report to</b>	Finance Manager
<b>Responsible for</b>	None
<b>Hours of Work</b>	30 hours per week over 5 days
<b>Salary</b>	£15,200.00
<b>Location</b>	Boldmere Head Office
<b>Contract Type</b>	Fixed Term for 12 months (may be extended depending on funding)

<b>Job Purpose</b>
<p>The purpose of this position is to support the Head of Finance and Finance Manager with the day to day financial tasks that are required to ensure the needs of Jubilee Citizens UK (JCUK) are met and to support the Age Concern Birmingham (ACB) finance team as required.</p> <p>This is a key position which requires a strong ability to multi-task, the ability to liaise with all JCUK staff as required,</p> <p>To manage time and resources effectively and be able to problem solve independently and adapt to change as the charity promotes an environment of continuous improvement.</p>

<b>Essential Duties/Responsibilities:</b>
<p><b><u>Finance Duties</u></b></p> <ol style="list-style-type: none"> <li>1. Maintain the Purchase Ledger contained in the Sage Line 50 Accounts program.</li> <li>2. Ensure correct payments are made on time to suppliers, using both cheque and BACS.</li> <li>3. Resolve enquiries and disputes with third party suppliers</li> <li>4. Prepare and bank all monies received at Head Office</li> <li>5. Prepare monthly bank reconciliations</li> <li>6. Maintain the Sales Ledger contained in the Sage Line 50 Accounts.</li> <li>7. Upload invoices from the Charity Log system into the Sage Sales Ledger</li> <li>8. Prepare the Direct Debit uploads for clients</li> <li>9. Credit Control for client and company debtors</li> <li>10. Assist in the production of regular financial reports for budget holders and provide financial information to senior managers on a regular and ad hoc basis as required</li> </ol> <p><b><u>Payroll Duties</u></b></p> <ol style="list-style-type: none"> <li>11. Administer the payroll for JCUK monthly and hourly paid staff</li> <li>12. Work with JCUK management team on preparation of JCUK timesheets</li> <li>13. Calculate holiday pay for zero hours staff</li> <li>14. Support preparation of journals for staff movements within JCUK teams</li> <li>15. Support the DBS service for new and existing staff.</li> </ol> <p><b><u>General Administration</u></b></p> <ol style="list-style-type: none"> <li>16. Undertake all necessary general finance office filing duties</li> <li>17. Undertake any other duties that might be necessary and are consistent with this post</li> <li>18. To promote a positive image of JCUK at all times and to establish a professional and confidential working relationship with all staff</li> <li>19. To comply with Health and Safety arrangements within all places of work and to act in accordance with the JCUK Health and Safety Policy and Procedures</li> </ol>

20. To work at all times within the Values and Mission Statements and the Diversity and Equality Policy of JCUK, together with all other agreed policies and procedures of the organisation, and to ensure that this applies to all other staff and volunteers
21. Taking and responding to phone calls
22. Any other tasks as required

**Skills & Qualifications:****Information Technology**

To possess a sound knowledge of IT programmes, in particular Microsoft Office; SAGE line 50 or a similar accounting program; Sage Payroll or a similar payroll system.

**Financial**

- To have a high standard of efficiency and accuracy
- To be able to understand and monitor budgets
- To be able to reconcile detailed accounts

**General**

To understand the need for confidentiality at all times in all matters pertaining to the organisation  
To have excellent communication skills, orally and in writing  
To be able to negotiate priorities and to be time effective, using systems and techniques to plan and schedule work

*This is a description of the job as it is at present. It does not form part of the contract of employment.  
Job Definitions are regularly reviewed and altered when necessary in conjunction with the post holder.*

*Age Concern Birmingham / Jubilee Citizens UK are committed to Safeguarding:*

*Promoting good practice and prevention of harm and abuse*

*To ensure allegations of abuse or suspicions are dealt with and the person experiencing abuse is supported*

Person Specification  
**Finance Administrator**

<b>FACTORS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p><b>Skills, Knowledge, Abilities</b></p> <ul style="list-style-type: none"> <li>▪ Good IT skills including the use of spreadsheets and accountancy software</li> <li>▪ Excellent communication skills, orally and in writing</li> <li>▪ Ability to work to a high standard of accuracy and presentation</li> <li>▪ Ability to deal with a wide variety of tasks during the course of a day</li> <li>▪ Knowledge and understanding of confidentiality and data protection issues</li> <li>▪ Awareness of Diversity &amp; Equality</li> </ul>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>▪ Experience of working in a busy office environment</li> <li>▪ Book-keeping experience</li> <li>▪ Experience of setting up and maintaining filing and retrieval systems</li> <li>▪ Experience in operating Email and Internet facilities</li> <li>▪ Experience of record-keeping</li> <li>▪ Experience of computer accounting</li> <li>▪ Experience of using Sage Line 50 software</li> <li>▪ Experience of payroll systems</li> </ul>	<p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>*</p> <p>*</p> <p>*</p>
<p><b>Education and Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Good overall standard of education</li> <li>▪ Sage Level 1</li> <li>▪ Relevant book-keeping or accountancy qualification</li> <li>▪ Willingness to continue professional development</li> </ul>	<p>*</p> <p>*</p>	<p>*</p> <p>*</p>
<p><b>Personal Characteristics</b></p> <ul style="list-style-type: none"> <li>▪ Ability to work as a member of a team</li> <li>▪ Ability to work flexibly in a changing environment</li> <li>▪ Sensitive to the needs of older people and the work of ACB &amp; JCUK</li> <li>▪ Able to work on own initiative</li> </ul>	<p>*</p> <p>*</p> <p>*</p>	<p>*</p>