**EMPLOYEE JOB DESCRIPTION & PERSON SPECIFICATION**

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**JOB DESCRIPTION**

**Department/Division:** Finance

**Job Title:** Finance Administrator

**Location:** Hybrid (Deaf Cultural Centre, Birmingham/Home)

**Grade:** Grade 6 Specialist

**Accountable to:** Head of Finance

**Overall Purpose of the Job**

We are seeking a highly organised and detail-oriented Finance Administrator to join our finance team.

The successful candidate will be a part of the Finance and Resources team reporting to the Head of Finance, supporting the day-to-day financial operations of our charity, ensuring accurate and well-organised financial information is maintained.

Maintain efficient and accurate financial processes, supporting both purchase and sales ledgers, treasury functions (incl. bank reconciliations) and primary management accounts tasks, such as accruals & prepayments.

Liaison with internal & external contacts and providing support to the Head of Finance.

**Principal Accountabilities**

**Maintain efficient and accurate financial information**

* Maintain accurate financial information and process invoices, expense claims, payments, receipts and journals.
* Provide administrative support to the Finance department.
* Ensuring regulatory and statutory requirements are met

**Month-end routine**

* Assist with the preparation and posting of journal entries into the accounting system.
* Support month-end and year-end financial processes, including reconciliations, accruals and prepayments.
* Assisting in the preparation of account analysis reports and business information for operational management.
* Prepare information and reports to support the production of management and year-end accounts.

**Treasury and banking**

* Maintenance of bank accounts, petty cash records and associated reporting.
* Reconcile cash accounts, bank statements, key control accounts and credit card accounts.

**Key attributes**

* Strong, accurate, administrative competences, with a methodical approach and attention to detail.
* Excellent numerical reasoning, strong analytical skills and problem-solving ability.
* Able to organise own time and prioritise workload, meeting timetable and deadlines & also work well as part of the team.
* Good interpersonal and communication skills to effectively liaise with the team and internal & external stakeholders

**Experience / Qualifications**

* Proven previous experience within a Finance department with good knowledge of accounting principles and routines, and sound knowledge of a finance reporting system.
* Proficient in Microsoft Excel and other MS packages.
* Great customer service and relationship building skills with the confidence to communicate with stakeholders of all levels.
* Organised and methodical, able to prioritise tasks, work independently and be able to work well as part of a team.
* Qualified in AAT, or equivalent qualified by experience will also be considered

Improve skills and knowledge by participating in personal development, attending appropriate training courses and attending regular supervision as requested by the line manager

Promote the organisation and services in a positive manner and work in accordance with the BID mission statement and core values : Caring – Trusted – Professional - Empowering - Supportive

Work in accordance with BID’s Equality, Diversity and Inclusion Policy and have a willingness to promote the policy within all aspects of work

Work in accordance with other organisational policies with emphasis on adhering to BID’s Safeguarding procedures, Health and Safety policy including risk assessment and risk management practices, and Information Security/GDPR.

Be committed to the organisations environmental standards to minimise damage to the environment and work towards achieving good sustainable practices.

Undertake any other duties as may be required within the scope of the post and participate as necessary in corporate initiatives and projects.

**Confirmation of Agreement**

I have read, understood and agree, to the above terms and conditions of my job description.

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYEE PERSON SPECIFICATION TEMPLATE – APPENDIX 2**

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**PERSON SPECIFICATION FORM**

**Department/Division:** Finance

**Role/Job Title:** Accounts Assistant, Finance Assistant

Method of assessment : ‘AF’ = application form, ‘I’ = interview, ‘T’ = test, ‘P’ = presentation and ‘E’ = exercise

[standard insertions in red text – generally these should apply to all front line and management roles but may be moved to desirable where they are not relevant]

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| --- | --- | --- | --- |
| Knowledge | | | |
| **Essential** | | **Desirable** | |
| AF/I | Excellent working knowledge of general accounting procedures |  | Of Charity accounting standards |
| AF/I | IT literacy, including knowledge of accounting software |  | Of people with a sensory disability (Deaf, hard of hearing, sight Impaired, or severely sight impaired, Deafblind/acquired Dual Sensory Loss) |
| AF/I |  |  | Understanding of equality, diversity and inclusion |
| AF/I | Knowledge and commitment to Data Protection and GDPR regulations |  | Financial & commercial awareness in Charity sector |

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| Skills | | | |
| **Essential** | | **Desirable** | |
| AF/I | Good level of IT skills across a range of platforms, specialist Finance software and essentially Microsoft |  | Organise own time and prioritise workloads |
|  | Strong organisational skills, to deal with variety in responsibilities alongside relatively high volumes of transactions, to meet deadlines |  | BSL sign language (Level 2 or above) |
|  | Excellent communication skills, including the ability to actively listen to others and relay information clearly |  |  |

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| Experience | | | |
| **Essential** | | **Desirable** | |
|  | Demonstrable previous experience of working within a Finance function, in a similar/comparable role |  | Of working within the not-for-profit sector |
|  | Previous effective relationship management, with internal and suppliers / customers |  | Successfully filled similarly varied role previously |

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| Personal Qualities | | | |
| **Essential** | | **Desirable** | |
| I | Attention to detail with the ability to multitask |  | Positive and proactive team player |
|  | Ability to work in a team and alone effectively |  |  |
|  | Willingness to attend appropriate training & development |  |  |
|  | Able to identify with and demonstrate BID’s core values in all areas of work |  |  |

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| --- | --- | --- | --- |
| Qualifications | | | |
| **Essential** | | **Desirable** | |
|  | Qualified in AAT, or equivalent, qualified by experience will also be considered |  |  |
|  |  |  |  |

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| --- | --- | --- | --- |
| Circumstances | | | |
| **Essential** | | **Desirable** | |
|  | DBS will be required |  |  |
| I | Able to work flexibly to achieve deadlines |  |  |