



## Job Description

### **Finance Administrator**

February 2020

## Wirral Methodist Housing Association

Job Title	Responsible To:
Finance Administrator	Head of Finance
Salary £19,000 per annum 12 month contract	Hours upto 37 hours per week Flexible working arrangements

### Purpose

The purpose of the Finance Administrator role is to:-

- to be responsible for the management of the purchase ledger system
- to provide administrative support and services to deliver an efficient and effective finance system for the Association

### Duties and Responsibilities

- Managing accounts payable and purchase ordering system.
- Maintaining records and filing systems for all transactions
- Reviewing and processing reimbursements
- Produce monthly accruals and prepayment journals, and reconciliations.
- Assisting in the production of monthly and quarterly financial reports
- Preparation of information to assist in the construction of the annual budget, the monthly budget monitoring, and annual year end process.
- Produce ad hoc management information, in a regular and timely manner for internal and external users.
- Streamline processes and procedures for improving operational efficiency of finance reporting and budgeting systems.
- Apply the appropriate processes and accounting techniques to ensure professional standards of accounting practice are adhered to.
- Maintain all financial records and files as per the company policies.

**Produced by** Head of Finance

**Date:** 5<sup>th</sup> February 2020

## Person Specification

<b>Knowledge, skills and experience</b>
<b>Essential</b>
Minimum AAT Level 4 or equivalent accounting qualification.
Excellent communication skills, both verbal and written, along with proficiency in producing reports and reconciliations
Advance Excel skills including Vlookups, pivot tables and formulas
Excellent organizational skills and be able to handle time-sensitive tasks.
Consistently deliver high quality work to deadlines
Proficient in the use of ICT systems, and Microsoft packages
<b>Desirable</b>
Experience of Finance work within a public sector or charitable organisation
An understanding of financial regulations, legislation and VAT.

<b>Wirral Methodist Housing Association – Competency Framework</b>
Committed
Technologically aware
Efficient
Customer Focussed
Dynamic - Adaptable
Team Player
Community Focussed
Planning and Organising