

Job Description



Post: Finance & Admin Coordinator

Grade: £33,000 - £37,000 per annum

Hours: 28 – 35 hours per week

Reporting to: Chief Executive

Direct reports: 2 (1 x p/t Finance Assistant, 1 x p/t Cleaner)

Job Purpose

We are seeking to appoint a Finance and Admin Coordinator who will manage the organisation's financial and administrative duties on a weekly, monthly, and annual basis. This includes day-to-day bookkeeping, monthly budget management, and annual accounts support. The Finance and Admin Coordinator will play a key role in organisational development, working with the Chief Executive to ensure the organisation can achieve its ambitions, maintain quality provision, increase efficiency and improve commercial activity and organisational resilience. The post will operate from our Glasgow City Centre office.

Main Duties

Financial Control

- Quarterly financial reports to Chief Executive and core funders
- Maintain rigorous and streamlined financial systems for the organisation.
- Ensure financial systems are integrated and kept updated across Xero accounting and Excel cash flow.
- Ensure processing and timely payment of invoices both incoming and outgoing and managing cashflow.
- Cash handling duties: petty cash system, process sales, donations and bank income.
- Manage monthly reconciliation of all Xero transactions.
- Prepare budgets for all organisational requirements and liaise with the Chief Executive in budget forecasting.
- Devise and exercise budget control systems across all restricted and unrestricted line items.
- Process wages and NEST pension payments or liaise with outsourced agency.
- Exercise compliance with all public subsidy conditions and requirements for funding bodies, HMRC, Companies House and OSCR.
- Submit Gift Aid claims to HMRC for relevant donations.
- Prepare detail and liaise with external accountancy firm to assist in the preparation of annual accounts.

Office Administration

- Updating and creating internal policy documents.
- Handle all leased equipment matters (i.e. photocopier and telephone system)
- Oversee and manage energy contracts and renewals.
- Facilities management of the building including liaising with landlords on tenancy matters, lease and service charges

Maintain a flexibility of job function in response to the evolving demands of the organisation and undertake other duties as may be required.

Person Specification

	ESSENTIAL	DESIRABLE
Education/Training	<ul style="list-style-type: none"> • A professional qualification in accounting/bookkeeping or demonstratable work experience • Membership of AAT 	
Experience	<ul style="list-style-type: none"> • Experience of Xero and all Microsoft packages particularly excel. • Experience of payroll & pension processes • Experience of financial administration across management accounts, cash flow coordination, financial statement preparation, budgeting and stakeholder reporting. 	<ul style="list-style-type: none"> • Experience of working in an organisation core funded and an understanding of the regular reporting requirements of Multi-Year/Regular funding. • Experience with term time calculations
Knowledge	<ul style="list-style-type: none"> • Competent in Accounting software packages • Competent in Microsoft Office applications, particularly Excel 	<ul style="list-style-type: none"> • Understanding and experience of working within the charitable sector and familiarity with compliance requirements.
Skills & Abilities	<ul style="list-style-type: none"> • Ability to manage budgets and projects within timescales and to meet project costs and quality standards • Able to work co-operatively as part of a team as well as independently. • Willingness to undertake further training as required for professional development 	
Personal Qualities	<ul style="list-style-type: none"> • Attention to detail • Supportive • Committed to learning & development • Strong communicator 	