

JOB DESCRIPTION: FINANCE ADMINISTRATOR

REPORTS TO:	Director of Finance & Operations
DEPARTMENT:	Finance & Operations
DIRECT REPORTS:	None
HOURS OF WORK:	37 hours per week
LOCATION:	Hybrid - Loughborough Office / Home working

KEY RELATIONSHIPS

To maintain excellent relationships with:

- AD clients/service users, contractors, social services, providers, partners and local authorities.
- AD Chief Executive, Director of Finance & Operations, Finance & Operations Manager and Executive Leadership/Management teams.
- All AD staff.
- All other related departments and sections within AD.

SCOPE

The Finance Administrator provides co-ordinated and comprehensive financial and administrative support within the Finance and Operations function of Action Deafness, maintaining accurate financial records, and ensuring compliance with financial procedures and policies. The Finance Officer / Administrator plays a key role in managing accounts, processing payments and invoices, assisting with payroll, and supporting budgeting and reporting activities.

The role holder needs to ensure accurate data entry and accounting for both internal and external purposes within Finance, administrative support for central activities, support for various department. The role is varied and wide ranging and is there to provide a variety of administrative and financial support.

RESPONSIBILITIES AND DUTIES – Including but not exclusively limited to:-

1. Financial Administration

- Process supplier invoices, credit notes, and staff expense claims.
- Prepare and issue sales invoices and monitor receivables/credit control - Liaising with other departments/stakeholders to obtain information to process invoices as required.
- Action Sage processing of transactions, new suppliers & new customers.
- Assist Finance Manager to set up and manage regular and adhoc payments within both Sage and Bank.
- Reconcile bank statements and accounts.
- Monitor and maintain petty cash and cash flow records.
- Process Community Client Invoices - from accessing Charity Log to obtain info and dealing with any queries to sending out to clients.
- Dealing with Payment Portals to ensure the processing and submission of Community client support hours for payment.

- Manage the Community Mileage Invoice process, from obtaining data from Charity Log to issuing invoices to Clients.
- Supporting the Finance Manager and Finance Director with Community Credit Control reconciliation and liaising directly with clients as appropriate.

2. Budget and Reporting Support

- Assist in the preparation of monthly, quarterly, and annual financial KPI reports.
- Support budget monitoring by tracking actual spend against allocated budgets and assist Finance Director with reporting of same to relevant Department Leads.
- Provide data and reports to support funding bids or grant reporting as needed.
- Maintain accurate records for audits and funder inspections.

3. Payroll and Staff Expenses

- Assist Finance Director in the preparation of community monthly payroll
- Checking expense claims received, processing within Sage and passing for payment.
- Be responsible for maintaining the staff mileage tracker for HMRC compliance.

4. Compliance and Audit

- Ensure compliance with financial policies, procedures, and relevant legislation.
- Support internal and external audits as required

5. Systems and Data Management

- Assist with implementation of new software in both Finance and wider functions
- Maintain accurate financial records using the current accounting software (SAGE).
- Update and manage supplier, funder, and customer information within the finance system.

6. General Administrative Support

- Respond to finance-related queries from staff and other stakeholders.
- Assist with procurement processes and ensure appropriate authorisations are obtained.
- Provide administrative support to the Finance Manager or other team members as required.
- Take responsibility of housekeeping of financial processes.
- Provide financial and operational administrative support.
- Process and handle all data required as part of accounting and operations function.
- Assist with best value, ensuring costs are kept to a minimum.
- Administrative duties relating to the general operation of the Organisation as required.
- To assist in the delivery of consistent high-quality services by fully participating with and actively supporting colleagues at Action Deafness.
- To provide cover to frontline team staff members where appropriate.

- To ensure the delivery of a professional approach and service by providing reports, attending supervision, appraisals, internal and external meetings, training and conferences when required.
- To represent Action Deafness in external forums as agreed by your line manager.
- To abide by and promote the visions and values of the organisation through the observation and implementation of all company policies.
- To undertake any other duties as reasonably required to do so.

REQUIRED SKILLS

Essential:

- Experience in financial administration or accounting support.
- Good working knowledge of financial procedures, invoicing, and reconciliations.
- Proficiency in using accounting software
- Strong Microsoft Excel and other Microsoft Applications
- High attention to detail and accuracy.
- Excellent organisational and multitasking abilities with flexibility and adaptability.
- Outstanding communication and teamworking skills.
- Strong time management skills.
- Strong ethics with the ability to manage confidential data.
- Strong administration skills.
- Strong attention to detail.

Desirable:

- AAT Level 2/3 qualification or working toward a finance-related qualification.
- Experience working in the charity or not-for-profit sector.
- Understanding of restricted and unrestricted funds.

REQUIRED COMPETENCIES

Core Competences	Outcomes
Self-Awareness and Management <i>Definition:</i> Self-awareness is an understanding of your own emotions and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.	<ul style="list-style-type: none"> • Understand the need to be strong and positive in the face of adversity but also recognise areas of one's own weaknesses and when to seek guidance and support. • Seek feedback and consider it carefully. • Look for appropriate opportunities to improve areas of weakness. • Manage emotions so as to minimise negative impact on others. • Consider approach at meetings to suit needs of others, rather than own preferences. • Demonstrate critical reflections of own practice and behaviour by regularly seeking feedback from peers and managers. • Highly self-motivated and able to work under own initiative and direction, as well as under guidance, to achieve stated objectives within the necessary timescales.
Leadership and Management <i>Definition:</i> Leading, encouraging, inspiring and supporting	<ul style="list-style-type: none"> • Communicate and gain stakeholder commitment to AD's vision in accordance with the corporate strategy. • Provide positive leadership traits and able to inspire and influence stakeholders.

<p><i>others to develop confidence and capability to help them realise their full potential. Managing resources and holding others accountable.</i></p>	<ul style="list-style-type: none"> • Demonstrate personal integrity whilst dealing with colleagues and stakeholders. • Able to actively listen and influence others. • Continuously seek and/or encourage others to seek opportunities for different and innovative approaches to addressing organisational problems and opportunities. • Ensures Health and Safety guidelines are adhered to, to mitigate risk.
<p>Relationship Building and Team Working <i>Definition: Building bonds with others to work collaboratively across organisational boundaries and using these to persuade or gain support to achieve positive outcomes and goals for Action Deafness.</i></p>	<ul style="list-style-type: none"> • Demonstrate collaborative team working through integrity and behaviours. • Demonstrate positive and constructive collaboration between colleagues to contribute towards a positive team-working environment. • Identify relationships that are not strong, meet the individual(s) concerned to establish why and initiate actions to build and enhance the relationship(s). • Challenge others with respect and courtesy. • Create new opportunities for individuals to work together, break down barriers that may get in the way of effective team working. Challenges others to do the same.
<p>Innovation and Flexibility <i>Definition: The ability to formulate new ideas or to adapt or use existing ideas in a new or unexpected way to solve problems, and to think ahead to spot or create opportunities and maximise them.</i></p>	<ul style="list-style-type: none"> • Is innovative, proactive and solution-minded. • Is prepared to consider changes to own practices. • Responds to new ideas by discussing why they might work instead of telling others why they won't work. • Is willing to investigate options in depth, even when they are the ideas of others. • Works in a flexible and agile manner to meet the needs of members, clubs, coaches, volunteers, officials and colleagues.

ADDITIONAL INFORMATION

- The post holder must maintain the appropriate standard of confidentiality and comply with Action Deafness's Rules, Policies and Procedures.
- Personal circumstances must allow the candidate to work extended hours on occasions during times of peak activity including evenings and weekends.
- This Job Description may be subject to change at the discretion of Action Deafness and in accordance with business developments. Any changes will be communicated to and consulted with the post holder appropriately.

REQUIRED QUALIFICATIONS

- The post may be subject to an acceptable DBS disclosure.