**GROWING TOGETHER NORTHAMPTON**

**Finance administrator JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Post Title:** | Finance Administrator |
| **Salary Grade:** | £9.34 per hour (under review for April 2022) |
| **Hours:** | 20 hours per week |
| **Location:** | Growing Together Blackthorn Bridge Road Northampton NN3 8QH |
| **Reports To:** | Growing Together Chief Executive (CEO) |
| **Purpose of post:** | To be responsible for the financial administration for the organisation and to support with other admin and reception work as required. |

**RESPONSIBILITIES**

1. To be responsible for the day to day financial reporting of Growing Together currently using SAGE database. To be responsible for reporting of financial issues to the CEO.
2. To undertake all financial procedures for the smooth running of the organisation including purchasing, invoicing, salary run, monthly reporting and bank reconciliation.
3. To work with the CEO to ensure financial records are kept up to date and in order and comply with Charity Commission recommendations.
4. To provide financial reports to staff and Trustees on a regular basis and as required
5. To lead on the Nursery parents payments - banking weekly takings, reconciling systems and working with the Early years and Childcare manager on financial matters
6. To support and deputise for the Childcare manager in preparing the headcount for West Northants Council as needed.
7. To run the booking system for the halls and rooms let by the charity (Blackthorn Community Centre) Dealing with potential hirers, preparing hire agreements, invoicing and liaising with the Caretaker over hall use.
8. To work alongside the Nursery administrator to ensure reception is covered at all times.
9. To be flexible and have the ability to work without supervision and within a team.

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing organisational needs and circumstances in conjunction with the post holder.

**Person Specification**

| **Attributes** | **Essential Criteria** | **Desirable Criteria** |
| --- | --- | --- |
| **Education and Qualifications** | Relevant training or qualification. GCSE A-C equivalent in Maths, English, IT computer skills, or a good standard of education to include literacy and numeracy.  This post requires satisfactory clearance of DBS | Level 3 qualification or higher |
| **Experience and Knowledge (Key Competencies)** | At least 1 years’ experience of providing financial administrative support  Proficient computer skills and an in-depth knowledge of at least one accounting packages or database experience  Keys skills including:   * Taking initiative * Reliability * Strong Interpersonal Skills * Planning and Organising * Time Management * Confidentiality * Attention to Detail and Accuracy | Experience of working in a public facing organisation  Experience of working with volunteers |
| **Abilities and Skills** | Professional verbal and written communication skills.  An excellent command of spelling and grammar.  Proficient keyboard skills.  Good organisation skills. Able to work under pressure, prioritise work and meet deadlines.  A high level of confidentiality and diplomacy is required for this position.  Possess excellent communication and interpersonal skills.  Ability to demonstrate awareness of Data Protection legislation. |  |