

JOB DESCRIPTION

Job Title:	Finance Administrator (21 hours)
Grade:	Grade 4 PA9 - PA12
Accountability:	To the Finance Manager
Basic Function:	To maintain the financial ledgers.

1. Main Duties and Responsibilities

The following key duties cover the main responsibilities of the post:

Maintain the Purchase and Sales Ledger:

- Collate and organise all invoices.
- Check to make sure invoices have been checked/authorised by the relevant member of staff according to the “Financial Regulations”.
- Allocate or check general ledger coding.
- Process all invoices through the ledger.
- Ensure all invoices are received from the relevant staff member/department within the relevant timescales and follow up as necessary.
- Resolve queries with internal staff and suppliers.
- Issue occasional sales invoices.
- Set up supplier payments for approval and issue remittances.
- Post all payments to individual accounts on the ledger.
- Reconcile all statements to the purchase ledger and request any missing invoices.
- Produce and issue weekly reports from the finance software.

Maintain Bank postings and reconciliation:

- Administer bank and Allpay postings for the Associations bank accounts.

- Reconcile bank accounts monthly, for Manager review.

2. Other General Duties

- Assist other team members as required.
- Ensure accurate record keeping.
- Filing
- Attend training courses as and when necessary.

This job description is designed to give a general guide to the job content. It should not be regarded as absolutely definitive of all tasks to be performed by the post-holder.