

Job Description and Person Specification

Job Description: Finance Administrator	
Grade	1 – Administrator
Reporting to	Head of Finance
Working closely with	Director of Corporate Services, Head of Finance, Finance Officer, budget holders, suppliers and finance staff in the regulatory bodies.
Main purpose of the job	To support the Head of Finance in running efficient and effective financial processing.
Working conditions: (i.e. shift work, flexi time, overtime)	<p>The appointment is full-time, 37 hours per week. Due to the nature of the work, occasional attendance beyond the organisation’s core working hours may be required.</p> <p>Flexi time is available.</p>
Key tasks and responsibilities	<p>Processing day-to-day financial systems operation, such as</p> <ul style="list-style-type: none">• Maintain the purchase ledger system, purchase orders and supplier payments ensuring all transactions are processed accurately and within agreed timescales.• Maintain the chart of accounts on Sage and Excel• Maintain sales ledger and credit control using Sage Line 50• Monitor cash inflow• Prepare the monthly prompt payment statistics and other KPI and transparency data for the PSA’s website, and quarterly reports for Department of Health and Social Care.• Liaise with banks to review and update bank mandates and liaise with staff to

make sure correct bank accesses are maintained.

Payroll

- Work on Frontier/Ichris payroll system to prepare and input monthly payroll input information.
- Liaise with payroll provider, checking pay reports for accuracy and ensuring errors are corrected.
- Calculate pension contributions and upload onto pensions provider portal, ensure staff information on portal is up to date, administer annual updates, auto-enrollment, in and opt-outs and refunds.
- Ensure monthly payments are made in a timely manner.

Supporting others

- Support the Head of Finance by ensuring all necessary documentation is prepared and available for audit fieldwork and liaising with auditors.

and any other duties that can reasonably be assigned in relation to the grade of the post.

See page 3 for the person specification.

Person Specification: Finance Administrator

	Essential	Desirable
Education, Qualifications and Training		Part AAT qualified (or equivalent)
Special Skills / Knowledge	<p>Proficient in the use of Sage Line 50</p> <p>Good working knowledge of Microsoft Excel (intermediate level as a minimum)</p> <p>Clear verbal and written communication skills</p> <p>Able to stay calm and multi task</p> <p>A team player capable of working to weekly, monthly deadlines under their own initiative (and as directed)</p>	<p>Proficient in use of Docusign or similar electronic document systems</p> <p>Knowledge of Frontier/Ichris payroll system</p>
Experience	<p>Working successfully with finance systems in a similar role</p> <p>Payroll experience</p> <p>Maintaining accurate financial records, creditors, payments and petty cash</p>	<p>Producing month end accounts</p> <p>Assisting with year-end financial audits</p>