

Job Description Title:	Accounts Administrator
Line Managed By:	Finance Manager
Line Manager For:	None
Department / Work Area:	Varied
Hours:	Part Time - Temporary
Annual Leave:	25 days in addition to 8 statutory days [pro rata]

PART 1 - SPECIFIC JOB DESCRIPTION ROLE REQUIREMENTS

Overall Job Purpose

To support the Finance Manager and team responsible for company finances and company administration in the day to day operations of the business.

Role Requirements

The role requires an individual to carry out day-to-day finance functions and be the initial contact for all accounts queries. Maintaining an office presence and supporting both the finance Manager and team with all aspects of Finance, compliance and administration.

Care must be taken to ensure that operational practices, processes and deadlines are in line with all legal, statutory and regulatory duties, contractual obligations and any funding requirements.

Principle Duties / Responsibilities:

To provide support with

- Accounting and working with SAGE regarding customer invoices and supplier payments
- Membership payments administration and support
- Project timesheets, compliance and administration by required deadlines
- Providing office cover when staff are away from the office
- Help to ensure the building, office and kitchen areas remains tidy and clean
- Monitor and report on targets and own performance as required
- Completion of standard operating procedures
- Self development



PART 2 - GENERAL DUTIES, RESPONSIBILITIES AND ACCOUNTABILITY

Duties	Responsibilities & Tasks
Accounts functions	<ul style="list-style-type: none"> • Preparing, raising and issuing of customer invoices, and the chasing of debts • Sorting, coding and input of supplier invoices, including preparation for payment • Maintaining up to date data on Sage and monthly bank reconciliations • Maintain and file all financial records, including contracts, for reference and budgeting • Petty cash control • Provide the initial point of contact for all accounts related phone calls
Business Support	<ul style="list-style-type: none"> • Ensure compliance with all policies and standard operating procedures • Ensure compliance with Data Protection regulations and ensure work areas are clean, tidy and free from confidential information • Support the senior management team with any funded project administration • Updating all MIS information systems and files with activity conducted
Administration	<ul style="list-style-type: none"> • General administration duties as required to support the business and wider team, specifically the senior management team • HR administration • Agendas and minutes for team meetings • To create, maintain and update 'Standard Operating Procedures' for all allocated tasks • Assist with membership processing
Other Specific Duties	<ul style="list-style-type: none"> • Complete administration with accuracy and by required deadlines ensuring complete audit trail of documentation • To be accountable for delivering all areas of the job role whilst being flexible to support others and to undertake any commensurate tasks, other duties or role, as appropriate, that may be required from time-to-time to support the organisation • Demonstrate action toward the Forum's equality, sustainability, and health and wellbeing policies and actively promote and adhere to all policies • To play a full part in the life of the Forum and its community, to support its distinctive aim and ethos and to encourage staff to follow this example and work well with others, following the guidelines on the staff charter • To work towards objectives and targets, as identified in the Performance Management process, completing the cycle annually • Completion of diaries, calendars, timesheets and administration by required deadlines
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and you may be required to perform other duties as required. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The Food and drink Forum will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities.</p>	



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PART 3 – PERSON SPECIFICATION	
QUALIFICATION REQUIREMENTS	Essential / Desirable / N/A
Relevant Accounts Qualification ie, AAT 2, NVQ 2	Essential
GCSE or Equivalent English and Maths	Essential
SKILLS, KNOWLEDGE & EXPERIENCE	Essential / Desirable / N/A
Accounts Experience	
Sage Line 50 recent experience	Essential
Bank Reconciliation	Essential
Credit Control experience	Essential
Administration:	Essential / Desirable / N/A
Telephone answering, customer service, hospitality, stock taking, managing post,	Essential
Customer account management and updating records, tenant/visitor liaison, project documentation and file management, minute taking, reporting and EU / Govt funded projects	Essential
Membership systems,	Desirable
Proficiency in IT, Databases, All MS office [Excel, Word, Outlook etc], , Directory paths, Video conferencing, Document Storage,	Essential
Employment HR, contracts, GDPR, confidentiality	Desirable
Personal Qualities	Essential / Desirable / N/A
High standard of English grammar, accuracy, attention to detail and admin High level of IT knowledge covering a variety of applications/packages, document control and security Positive attitude, confidence on the phone, clear communication, smart appearance, reliable, punctual, flexible, can work on own initiative	Essential

