

Job Description

Post	Financial Administrator
Hours	12 Hours per month (£1,622 gross)
Responsible to	WFL Management Committee
Line Manager	Deputy Services Manager
Job Summary	The post-holder is responsible for maintaining accurate accounts

Principal Duties:

- The maintenance of accurate accounts/records including online banking of all income and expenditure
- The compilation of monthly income and expenditure
- The preparation of monthly bank reconciliation
- The banking of revenues received as per Charity Commission guidelines
- To liaise and work in co-operation with the charities' treasurer
- To be responsible for prompt payment of invoices
- To be responsible for petty cash and maintaining up to date records of expenditure
- Any other tasks as required by the charity

Person Specification

Essential

- Experience of book keeping or accountancy
- Numerate and willing to use Money Manager finance software package
- Good IT skills including the use of Microsoft office software
- Hands on experience of finance, office administration
- Excellent organisational skills – able to manage themselves
- Comfortable working with others and on their own
- Excellent communication skills
- Ability to work with a variety of people including volunteers
- Ability to work within a highly confidential setting
- Ability to work within the Equal Opportunity framework with a non-judgemental attitude

Desirable

- Experience of using Money Manager software
- Experience of similar work in a charity/Voluntary sector setting

Please email your CV with covering letter outlining how you meet the requirements for this role to info@wfllderby.org by no later than **1 May 2017**.