**JOB DESCRIPTION**

**FINANCIAL ADMINISTRATOR**

**(30 HOURS PER WEEK)**

**Starting Salary £14,218 (30 HRS)**

This would be an opportunity to join a busy team in providing support for victims and survivors of the conflict.

The Finance/Admin Officer will assist in the overall running of the office as detailed in the job description and keep the Project Manager updated in relation to financial issues and referral reports. Provide cover for the office in the absence of the Project Manager during holiday periods.

Attend monthly supervision meetings with Project Manager.

**Reports to:** Project Manager

**Work Activities Involved in the Post:**

* Assist the Project Manager in the daily running of the office, ie filing, photocopying and dealing with visitors
* Recordkeeping, word-processing dealing with telephone enquiries and relevant emails.
* Providing spreadsheets of accounts each month for Management Committee meetings
* Maintaining databases
* Updating organisation Facebook
* Ensuring social events are openly displayed for members
* Ensuring stationery is ordered as required
* Assisting in collation of evaluation s and preparing reports.
* Updating diaries and calendars re meetings and events
* Dealing with confidential work
* Able to apply Policies & Procedures to work undertaken.

**Financial Administrative duties:**

* **Book-keeping –** maintaining journals and reconciling bank transactions
* **Retaining Bank Statements in appropriate files**
* **Excel spreadsheets –** Maintaining electronic spreadsheets for all accounts
* **Preparation of Purchase Orders, invoices and payments** for approval by Project Manager
* **Update Monitoring and Evaluation spreadsheets**

**Qualifications, Knowledge, skills and experience required:**

* IT qualifications to a high standard in Microsoft word, excel, Powerpoint, Outlook and Publisher. Also required GCSE level in general subjects preferably with RSA Accounts or equivalent financial business qualification.
* Experience of financial administration, preparing consolidated balances, spreadsheets etc
* Relevant experience of victims/survivors is desirable
* Experience in dealing with clients
* Excellent oral and written communication skills
* Experience and knowledge about funding requirements
* Strong organisational skills
* Ability to work with minimum supervision.