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**Finance & Office Administrator - Job Specification**

**Employer** Stirling District Citizens Advice Bureau Ltd

**Location** Stirling

**Term** Fixed term 1yr in the first instance (possible extension thereafter)

**Job Title:** Finance & Office Administrator

**Salary:** £22,000 (pro rata) and 3% employers contributory pension

**Hours of Work:** 28 hours per week, flexible to meet the needs of the service

**Responsible to:** Chief Executive Officer

**Summary of Main Responsibilities**

The Finance & Office Administrator will work with the Chief Executive and Treasurer to ensure the bureau finances are efficiently and effectively managed. This will include maintaining accurate accounting records, setting up payments, managing invoices and tracking expected funding.

Additionally, the role involves providing administrative support to the CEO, wider management team and Board of Trustees.

The main duties of the Finance & Office Administrator are summarised as follows:

**Finance Administration, including Accounting & Bookkeeping**

* Manage day to day finances of the Bureau on behalf of the CEO
* Maintenance of accounting records – currently using QuickBooks accounts system
* Ensuring correct accounting treatment of income and expenditure, in particular relation to funding and projects
* Preparation and input of all accounting transactions – receipts and payments, invoices, wages, petty cash, journals
* Preparation of payments for authorization and ensuring payments are made when due
* Preparation of and sending out invoices for funding and other income
* Act as point of contact for all supplier billing queries
* Developing and maintaining a record system to ensure all invoices and other financial correspondence is stored
* Working with our volunteer payroll coordinator to deliver all processes relating to payroll are including preparation of data, dealing with HMRC, ensuring payments are processed (note in time all work relating to payroll *may* move into this role)
* Renewal of insurance policies, ensuring these still meet needs

**Financial Management & Reporting**

* Development and operation of financial procedures and controls, including monthly bank reconciliations, review of account balances etc.
* Preparation of management reports to enable monitoring of financial performance against budget at project and organisation level
* Working with Treasurer to develop budget and forecasts for discussion and approval
* Monitoring and reviewing costs, identifying and obtaining savings where possible
* Preparation and submission of project financial reconciliations and other information as required
* Provision of information for production of annual accounts and other required financial returns, working with Treasurer and Auditors as required
* Communication with HMRC Charities section to ensure compliance with requirements and provision of information if required
* Preparation and submission of corporation tax returns as required by HMRC
* Review of activities and income to ensure compliance with VAT regulations

**Company Secretarial Work**

* Maintenance of statutory records – including register of members and register of directors
* Preparation of annual return and submission of company accounts within deadlines
* Notifications to Companies House of company events as required
* Drafting of members’ and directors’ resolutions as required and ensuring compliance with Articles of Association
* Assisting and organisation of AGM and ensuring compliance of procedures with statutory and regulatory requirements

**General Administration**

* Provide administration support to the CEO, wider management team and Board of Trustees
* Manage incoming and outgoing mail, maintain office supplies and undertake other routine office tasks
* Any other reasonable duties as requested by the CEO

**Skills & Experience Required**

* A good working knowledge of accountancy / bookkeeping principles – preferably with a suitable bookkeeping qualification
* Knowledge and experience of accountancy software packages (QuickBooks preferred)
* Previous experience in a finance or bookkeeping role
* Skills to analyse financial data and proposals and examine their financial consequences
* Good IT skills, including use of Microsoft Office, in particular Excel within a finance and accounting context
* Strong organisational skills and ability to prioritise with excellent attention to detail
* Ability to work responsibly with payroll and other financial data which can be of a confidential nature
* A proactive approach to work and confidence in working independently
* Good interpersonal and communication skills and ability to work effectively with others

Appointment is conditional on receipt of a satisfactory Basic Disclosure.