

JOB DESCRIPTION

Finance Administrator (part time) / Finance and Services Officer (pro rata / full time)

JOB TITLE:	Finance Administrator / Finance and Services Officer
SALARY:	£25,000 to £32,320 depending on qualifications and experience
HOURS:	BeyondAutism are primarily looking for a part time Finance Administrator (part time, 15 hours a week, pro rata). However there is scope to widen this role to that of Finance and Services Officer for candidates with procurement and bookkeeping experience who are looking to work for up to 5 days a week.
HOLIDAYS:	25 days plus bank holidays
REPORTING TO:	Financial Controller
LOCATION:	Rainbow School, 305 Garratt Lane, London, SW18 4EQ
REVIEW PERIOD:	Six Months

JOB SUMMARY

- The Finance Administrator will undertake a full range of financial and administrative duties for the Financial Controller and to ensure the efficient and effective running of the Finance Department.
 - If applying for the Finance and Services Officer role, they will also be responsible for the management of IT, premises and other systems and processes required to support a complex organisation with a growing number of services.
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JOB DETAILS

Finance

Books of prime entry

Maintenance of sales and purchase ledgers and the cash book including but not limited to:

- Authorisation and verification procedures
- Preparing payments schedules
- Raising of sales invoices and credit control
- Reconciliation of customer, supplier and bank accounts

Payroll (outsourced)

- Net pay check
- Dealing with payroll queries

- Helping with auto enrolment/charity's scheme and teacher's pension
- Reconciling pension payments
- Payroll journals

Management information

- Assistance with month end journals
- Tracking of budgets
- Preparation of ad hoc reports as requested

Services (if applicable)

- Provide management of the IT, premises and other systems and processes required to support a complex organisation with multiple services.
- Effectively procure, manage contracts, monitor and report on performance and outcomes and service reviews.
- Liaise with external contractors to ensure the smooth-running of the organisation.
- Oversee the premises expenses, repairs and day to day requirements, ensuring suppliers are paid within the agreed terms.

General responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism and Rainbow School.
- To safeguard young people and vulnerable adults at all times.
- To act in accordance with data protection and confidentiality requirements
- To undertake additional tasks as directed by the Financial Controller

October 2016