

Finance Administrator

Job Description

Main Purpose of Job

Be responsible for the day to day finance tasks required to ensure financial and accounting activities of the organisation.

- Processing invoices through Sage 200, liaising with suppliers and reconciling supplier statements.
- Accurate invoicing of clients and dealing with all sales ledger queries and reconciliations.
- Taking card payments over the phone
- Cash book posting & ledger allocations.
- Petty cash
- Admin related duties related to finance i.e. filing/ online records
- Sales & purchasing invoices
- Process staff expenses
- Liaise with suppliers
- Setting up and maintaining departmental filing systems / online records.
- Preparation of letters/reports relevant for the business.
- Navigate PICS for information.
- Generate and maintain spread sheets
- Deal with general queries from both internal and external parties.
- Support with internal and external telephone calls

Knowledge/Experience

The ideal candidate would have:

- Processing invoices through Sage 200
- Working knowledge of Sage 200 / Sage 500
- Experience of accruals and prepayments
- Experience using Microsoft packages
- Good telephone manner
- Excellent communications skills verbal and written
- Understanding of GDPR
- Have a good work ethic
- strong focus on working safely
- Ability to work to deadlines
- Strong organisational skills

Skills/Attributes

- Good communicator at all levels
- Problem solver
- Enthusiastic with a desire to listen, learn, ask questions and be prepared to take on feedback
- Ability to work well as part of a team, showing respect for others and listen to instructions from others
- Ability to prioritise work/tasks.
- Able to follow processes and adhere to instructions.
- Having a good, positive, can-do attitude.
- Personable, enthusiastic, and trustworthy with integrity and respect for colleagues and customers
- A willingness to learn.
- Good attention to detail.

Qualifications

- Relevant vocational qualification
- Sage 200
- Microsoft packages essential
- 5 GCSE grades C/4 inc English language, Maths, IT
- Evidence of continuing professional development

Personal Development

- To undertake staff development and attend staff meetings as required.
- Attend CPD training and refresher courses relating to Safeguarding as and when required.

Additional information:

This role will be subject to enhanced DBS check

Post Information

- Reports to Head of Finance
- Competitive Salary
- 35 hrs per week
- 32 days holiday plus Bank Holidays

NWTC Safeguarding Statement

NWTC is fully committed to providing and maintaining safe and secure working conditions for all our staff and learners. We are also committed where appropriate, to providing information, training and supervision in relation to safeguarding including tackling extremism and radicalisation. NWTC recognises its responsibility to take all reasonable steps to promote safe practice and to protect young people and vulnerable adults from harm, abuse exploitation and extremist views and that scrutiny, challenge and supervision are key to safeguarding children and vulnerable adults.