



JOB DESCRIPTION

Position Title: Finance and Admin Officer
Hours: Part-time (20 hours over 5 days)
Salary Range: £25K pro rata
Line Manager: Finance Manager
Location: Hybrid working

Job Summary

To provide Imece's Finance Manager and Director with financial and admin support inclusive of project based monitoring and financial information, data entry, bookkeeping and undertaking administrative duties as required.

Responsible to
Finance Manager

Main Duties and Responsibilities

To work with Imece's Finance Manager to develop and maintain project based monitoring information inclusive of:

- Ensuring a high standard of accuracy for data entry
- Advising the Finance Manager of inaccuracies as and when required
- Advising on development of the system in line with any new project based requirements
- Producing regular monitoring reports for use by the Director, inclusive of user data analysis
- To work with Imece's director to develop and maintain project based financial systems inclusive of:
 - Preparing and issuing invoices, receipts, purchase orders and deposits
 - Processing invoices, credit notes and refunds
 - Managing petty cash, review and process staff and service user expenses and other reimbursements, reconciling daily, monthly and yearly transactions
 - Collect and prepare payroll information for submission
 - To manage office suppliers and maintenance of office equipment contracts.
 - To collate staff attendance at the centre and leave and sickness records and provide reports to Imece's director as and when required.
 - To be involved in the production of Imece's annual report
 - Attend all approved training courses
 - To undertake evening and weekend work as required.
 - Undertake all duties in line with Imece's equal opportunities policy
 - Attend all staff meetings and when directed management committee meetings
 - Undertake any other duties as may be required

Person Specification

Experience of managing computer-based information systems
Experience of bookkeeping and data entry
Experience of minute taking and writing reports
Experience of setting up and maintaining administration systems
Experience of producing monitoring and evaluation reports
To have relevant professional qualification i.e., Bookkeeping, Admin or relevant experience
Working knowledge of confidentiality, data protection, Health and Safety and other relevant legislations
Excellent interpersonal skills including the ability to deal sensitively with various level of people by telephone and face to face.
Ability to use and maintain electronic filing systems
Ability to work as a team
Excellent written communication skills
Excellent organisational skills, self-motivation, ability to work on own initiative.
Commitment to addressing inequalities and equal opportunities
Flexibility to work some evenings and weekend work when necessary
Strong Microsoft Office skills, including work Excel, Word.