# NEW PROSPECTS ASSOCIATION LIMITED

# JOB DESCRIPTION

**JOB TITLE:** Finance Administrator

**RESPONSIBLE TO:** Finance Officer/ Head of Finance & Admin

**ASSOCIATION AIM:** To promote and support people with learning disabilities to achieve their goals and dreams.

**JOB SUMMARY:** To work as part of a team to maintain the organisation financial records.

### DUTIES

## KRA1 ACCOUNTING

* 1. Prepare payment information via bank payments, purchase invoices and petty cash.
	2. Prepare and Monitor Income from Customers primarily local authority Contracts

1.3 Audit of Services accounts Records.

1.4 Undertake weekly banking and preparation of weekly payment schedule.

1.5 Undertake monthly reconciliations.

1.6 All aspects of Sage input

1.7 Assist with preparation of specified Journals

1.8 Monitoring of Supplier Contracts

1.9 Monitor Health and safety Contracts to meet compliance of Office Building

1.10 Monitor Housing Benefit expenditure and prepare yearly claims.

1.11 Asist with DWP Corporate Appointee Role, monitoring of benefits income and expenditure.

## KRA2 ADMINISTRATION

3.1 Maintain administration systems and procedures in accordance with Association
policies in liaison with the Finance Officer.

3.2 Assist in the production of quarterly reports.

3.3 Assist Finance Officer with Benefit Claims where required.

3.4 Answer calls and emails in a timely manner.

## KRA4 PERSONAL DEVELOPMENT

4.1 Develop and update computer and IT skills.

4.2 Undertake relevant training identified in Appraisals and Supervisions to meet the
demands of the post.

4.3 Undertake any duties as can be reasonably expected to undertake.

4.4 Ensure effective working with colleagues.

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Person Specification – Finance Administrator

Knowledge of: Requirement

* Good PC / Technical skills Essential
* Good working knowledge of Sage Accounting package(s) Desirable

Skills and Abilities: (must be able to demonstrate)

* Good interpersonal skills Essential
* An ability to work to deadlines Essential
* Systematic and methodical and good organisational skills Essential
* Good time management skill Essential

Experience:

* At least 2 year’s accountancy experience Essential

Education/Training:

* NVQ Level 2 AAT Desirable

#### Other Requirements:

* Must be able to demonstrate a commitment to team working. Essential
* Demonstrate an empathetic approach to people with a learning disability & their families. Essential