

JOB DESCRIPTION

TITLE:	Volunteer Finance Administrator
ACCOUNTABLE TO:	Financial Project Accountant
SALARY:	To be Discussed
HOURS:	35 hours per week – must be flexible and able to work evenings and weekends if required
LOCATION:	Priory House, Cardiff

Purpose: To work with the Volunteer Finance Team to provide an efficient transactional processing service to volunteers.

Core Duties:

1. Provide hands on financial support to Divisional Finance Officers (DFO) and County Finance Officers (CFO) where required, providing support and assistance if necessary
2. Ensure timely information is received from divisions and counties and process as appropriate
3. Assist with petty cash reconciliation where applicable
4. Process sales/purchase ledger transactions when required (SAGE200)
5. Process bank transactions when required
6. Undertake credit control
7. Assist Volunteer Finance Coordinators with the production of management reports for Commissioners and county teams
8. Ensure compliance with the Financial Regulations
9. Assist Volunteer Finance Co-ordinators with administration as required
10. Undertake any additional appropriate tasks the Financial Project Accountant may request

PERSON SPECIFICATION

Volunteer Finance Administrator

This is a specification of the experience, skills, etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential and desirable criteria		Method supporting criteria
	E	D	
Education/qualifications:			
At least 3 GCSE's or equivalent including Maths and English	E		Certificates to be presented
Other Accounting qualifications AAT / Degree / Part Qualified		D	Certificates to be presented
Experience			
Knowledge of basic financial procedures, policies and accounting code structures.		D	Application / Interview
Credit control experience		D	Application / Interview
Experience of Banking requirements		D	Application / Interview
Skills, knowledge and abilities			
Sage 200		D	Application / Interview
Microsoft Outlook, Word and Excel	E		Application / Interview
Competencies / Personal attributes			
Enthusiastic, dedicated and self motivated	E		Application / Interview
Effective written and oral communications skills	E		Application / Interview

Ability to work in a team or on own initiative	E		Application / Interview
Understanding of the need for confidentiality and discretion	E		Application / Interview
Numerical Aptitude	E		Application / Interview
Customer Care	E		Application / Interview