

JOB DESCRIPTION

Our Mission: to enrich people's lives by nurturing and enabling their creative spirit in inspirational spaces

Our Values:

We are creative – passionate about our mission, resourceful and innovative.

We are courageous –challenging ourselves and others to keep learning.

We are caring – we work collaboratively with a generous spirit striving to deliver quality in everything we do.

1. Job Details

Job Title	Finance Administrator
Main purpose of job	Work closely with the Head of Finance to provide accounting support.
Hours	7.5 hours per week flexible working, one full day or two half days
Work Base	Porthmeor Studios, Back Road West, St Ives, TR26 1NG and some home working
Travel	Minimal. However, Business Car Insurance is required if the postholder uses their private car on business and therefore the postholder is responsible for ensuring they are covered.
Contract type	Permanent

2. COMMUNICATION AND WORKING RELATIONSHIPS

- a) Responsible to: Head of Finance
- b) Liaison with: SSP staff, tutors, trustees,

3. SPECIAL QUALITIES

A reliable, self-motivated person with a positive attitude and resourceful nature. You are an excellent communicator, great at putting people at their ease. This means you quickly and confidently solve issues and work out what people need you to do for them. Your willingness to 'muck in' ensures stuff gets done. An enthusiastic problem solver you take pride in what you do. Able to work accurately and on your own initiative, you learn new skills quickly, adapt to role changes and tasks in a busy workplace. Even under stress you keep a sense of humour and always stay professional and friendly.

4. KNOWLEDGE, SKILLS AND EXPERIENCE

You Must have:

1. Knowledge of online accounting software packages such as QuickBooks, Sage or similar.
2. Experience of financial processes and procedures.
3. Strong IT skills particularly in Excel.
4. Numerically competent.
5. Accounts office experience.
6. Well organised and able to coordinate a range of tasks.
7. Able to prioritise and deliver to tight constraints.
8. High attention to detail.

You might also have:

1. AAT Qualification
2. Knowledge and experience of using a customer relation management system such as Salesforce

Competencies are based on our organisational values of being Caring, Creative and Courageous.

Caring. You

- Are confident, sensitive and calm in challenging situations
- Take time to build effective relationships with customers and colleagues.
- Are caring and compassionate
- Understand how your behaviours can be interpreted and consider the impact you have on

others.

- Enjoy working as part of a team
- Are a confident and sensitive problem solver. Empathetic, personable and skilled at negotiating and resolving issues

Creative. You

- Are self-motivated, pro-active and able to work unsupervised using your initiative to come up with solutions to problems.
- Look for opportunities to work with, learn from and share with others
- Are flexible and open to change
- Regularly look to improve the way you do things

Courageous. You

- Listen attentively, question thoughtfully, challenge openly and encourage others to do the same
- Challenge ineffectiveness and remove obstacles to enable yourself and others to succeed.
- Learn from failure and honest feedback without being discouraged.

5. DUTIES AND RESPONSIBILITIES

Day to day you will:

1. Assist in the preparation, calculation and reconciliation of freelance and payroll processing, including issuing payments and liaising with external providers, tutors and staff.
2. Assist in the reconciliation of all points of income and expenditure including bank, petty cash, PayPal and card.
3. Assist with supplier invoice processing, payments and reconciliations.
4. Provide support for Gift Aid processing and claiming.
5. Assist in the monitoring and reporting of grant claims, including liaising with external providers.
6. Assist in the monthly calculation of prepayments and accruals.
7. Assist in the reconciliation of all accounts up to Income Statement and Balance Sheet for timely presentation to Trustees.
8. Assist in the preparation of budgets and forecasts.
9. Maintain, process and generate financial information in excel, MS Teams, QuickBooks and Salesforce as required.
9. Undertake occasional banking of cheques.
10. Assist with historical filing.
11. Help maintain a tidy office.
12. Undertake other duties in line with the responsibility level of this post.

6. OBLIGATIONS

- a. This job description is subject to the Terms and Conditions of service of the Charity.
- b. This job description is subject to the Policies and Procedures of the Charity and all staff are required to acquaint themselves with those applicable to this post.
- c. Under the Health & Safety at Work Act 1974, the Charity has a duty to ensure as far as is reasonably practicable, the health, safety and welfare of all its employees. There is also a duty of care on all employees under the same legislation.
- d. You will be required to comply with Data Protection legislation and policies and procedures.
- e. This job description will be subject to annual review and amended to meet the changing needs of the Charity