

Finance Administration Officer



Job Description and Person Specification

Post Title:	Finance Administration Officer
Salary:	£24,000 per annum, with 8% pension contribution (7% employer, 1% employee) and a wide range of benefits
Duration:	This is a permanent position
Working hours:	35 hours per week
Location:	Glenrothes
Reporting to:	Finance Manager

Main Purpose of Post

To provide high quality financial support within the organisation thereby aiding and enhancing the delivery of the organisation's services to voluntary and community organisations in the area. The post involves producing and processing invoices, as well as payroll and pensions data for FVA and a wide range of other voluntary sector organisations operating in Fife.

Main Duties

1. To process payroll services for FVA and other voluntary sector organisations that use FVA as a payroll bureau;
2. Process FVA's staff and volunteer expenses claims;
3. Assist with supporting grant payments, maintaining running balances and supporting grant recipients with basic financial enquiries for the grants programmes that we manage;
4. Undertake preparatory work for independent examinations (up to receipts and payments);
5. To assist with inputting data and process financial transactions in our accounting software;
6. Assist with operating the purchase and sales ledgers, producing invoices and processing customer and supplier invoices;
7. Support and advise staff on project budgets, record keeping and claims;
8. To support the finance team to complete tasks on time and with high levels of accuracy.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time. The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business. There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

Person Specification

Essential requirements:

- Extremely accurate and diligent in processing financial information;
- Experience of using accounting software and payroll software;
- Good understanding of payroll including deductions, pension and taxes and processing new employees and leavers including producing P45s. Understanding the full-time submissions to HMRC and other tax issues;
- Experience of producing and processing customer invoices and processing supplier invoices;
- Excellent standard of computer competence (Word, Excel, Powerpoint, Teams, video conferencing, internet and e-mail);
- Willingness to learn, work as part of a team and to help others;
- Good people skills and the ability to deal with a wide range of people in a courteous manner;
- Organised and efficient;
- A personal commitment to equal opportunities and organisation excellence – displays honesty, integrity and a strong sense of ethics in all actions and decisions.

Desirable requirements:

- Experience of using Sage accounting software and Sage payroll software;
- Member of ACIE and experience in undertaking independent examinations;
- Understanding of the third sector.