

Finance Administrator

Job Description

MAIN PURPOSE OF ROLE:

To provide comprehensive financial administration and accounts reporting for the organisation.

Reports to: Director

KEY RESPONSIBILITIES:

Ensure a comprehensive provision of accurate finance support for the organisation to include;

- Processing of all purchase and sales invoices on QuickBooks in a timely manner and dealing with relevant queries
- Managing Petty Cash and Bank Reconciliation
- Managing debtors and creditors ensuring payments are received and made on time
- Keeping Cash Flow and budget reports up to date
- Providing a thorough accounts and reporting package to the organisation to allow informed decision making at month and year end
- Developing and undertaking month end accounting procedures e.g. accruals, prepayments etc.
- Preparation and management of all payroll processing and associated staff benefits processing
- Carrying out all necessary year end work to provide the external accountants with all the necessary detail for them to prepare the statutory accounts
- Completion of Tax returns
- Providing ad hoc data as required to inform financial reporting
- Developing internal financial processes to ensure these effectively support the company

General

- Any other reasonable duties as assigned by the Director / Chair of Trustees.
- To support and implement the Company policies relating to health and safety, safeguarding, employment and equal opportunities.
- To support and champion the agreed values of The Montgomery. (See below)

Our Values

- **Honesty:** We build trust through transparency and ethical choices.
- **Care:** We show care and respect for all by being welcoming, warm and kind.
- **Collaboration:** We respond to the needs of our partners by listening and embracing ideas with a willingness to adapt.
- **Courage:** We follow our hearts to work with initiative, enthusiasm, passion and dedication towards a common goal that builds on our history.