**Financial Administrator / Bookkeeper**

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| **Organisational Information** | | |
| Role Title: Financial Administrator / Bookkeeper | **Reports to:**  MhIST CEO | **Pay & Conditions:**  £25,000 – (0.2 fte). Actual - £5,000.  3% employer pension contribution,  22 days annual leave + statutory bank holidays |
| DBS information: This role requires a basic DBS check for both Child and Adult workforces. | **Location:**  Bolton or Remote | **Hours:**  7.25 hours per week |
| **About MhIST**  Mental Health Independent Support Team (MhIST) aims to create a society where people with mental health problems are accepted and empowered to improve their quality of life. We do this by providing a friendly, safe and positive environment for people with mental health problems. We give people the skills and tools to self-manage their emotional wellbeing.  MhIST works in Bolton, employs 25 staff and has a team of over 100 volunteers. | | |
| **Scope of the job**  The Financial Administrator / Bookkeeper will report to the MhIST CEO. The role holder is responsible for the oversight and management of the charity’s finances including:   * Maintenance of financial records (using Quickbooks) * Proactively manging MhIST’s accounts and cashflow, efficiently utilising restricted and unrestricted funding. * Ensuring banking arrangements are optimal for MhIST’s savings and investments. * Processing of income and expenditure * Purchase of goods and services * Undertaking of a range of financial reporting and administrative tasks. | | |
| Key Activities | | |
| * Administer Accounts Receivable and Accounts Payable * Process invoices * Administer day-to-day finances * Lodge cash/cheques and manage online banking including online payments and transfers * Prepare monthly accounting reconciliations * Administer credit control/debt collection * Administer payment of bills, invoices and staff and volunteer expense claims * Ensure financial controls are adhered to * Develop and administer financial procedures * Improve financial controls within the organisation * Assist with procurement and risk management processes * Setting up bank transactions/payments for authorisation | | |

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| **Key Skills, Attitudes, Expertise and Qualifications** | |
| **Essential** | **Desirable** |
| Experience of working with QuickBooks | Demonstrable experience of supporting a small team in a similar (third sector/charitable) environment |
| Understanding of financial regulations and internal control procedures | Experience of running a payroll and making PAYE and year end returns |
| Previous experience in financial administration / Bookkeeping | Personal (direct or indirect) experience of mental health problems. |
| Experience of managing online bank accounts and electronic payments. |  |
| Experience of controlling the payment of suppliers |  |
| Experience of controlling petty cash floats |  |
| Experience in budgeting and budgetary control |  |
| Proven experience of bookkeeping and processing payments is essential including posting invoices, payments, receipts and performing bank reconciliations |  |
| Experience of preparing financial information for tenders, funds and grants |  |
| Finance or accountancy qualification |  |
| Meticulous attention to detail and a high level of accuracy working to tight deadlines and under pressure |  |
| Numerate and methodical |  |
| Professional and confident. |  |
| Self-motivated with the ability to use own initiative and work as part of a team |  |
| Ability to plan and develop systems. |  |
| Good organisational skills and able to manage own time effectively |  |
| Ability to present information clearly in a group situation |  |
| Competent user of Microsoft office including Excel, Word, Outlook, Access and corporate databases |  |
| Ability to prepare reports for management and third parties |  |
| Ability to use software tools to analyse financial information |  |
| Excellent verbal and written communication skills including report writing skills |  |