**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.
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| 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  |  |