

BRYMBO HERITAGE TRUST

JOB DESCRIPTION



Job Title:	Finance and Admin Officer
Reports to:	Project Coordinator (Roots to Shoots)
Hours per week:	18-22
Hourly rate range:	£9.50
Pro-rata salary:	£18,000
Term:	Fixed term contract to 31st May 2018 with potential to extend

Role purpose:

To provide financial management support to the project and organisation

Specific responsibilities:

- Strengthen and embed appropriate systems of financial management, record keeping and reporting;
- Prepare management accounts, budget forecasts and comparisons of actuals against budget;
- Prepare cashflow forecasts;
- Process payments to suppliers;
- Process payroll;
- Manage petty cash arrangements;
- Manage journal transactions;
- Manage cash handling and day-to-day banking;
- Prepare and process claims to funders;
- Undertake bank reconciliations;
- Provide administrative support to the project steering group including preparing papers and taking/producing minutes; and
- Manage time recording systems and personnel records

Person specification:

Essential experiences, skills and qualities:

- Experience of setting up and using SAGE or similar software packages
- Experience of multi-funder / multi-income stream environments
- Experience of working in the third sector
- Qualified to NVQ Level 3 in financial administration / management or equivalent
- Well organised and disciplined
- Problem solver and team worker
- Committed to principles of community involvement and social inclusion
- Committed to equalities and the Welsh Language

Desirable:

- Qualified to AAT Technician / NVQ Level 4 in financial administration / management
- Welsh speaker