**Job Description –Administrator**

**Name of Employer: St Michael’s Parish Youth Project, Trading as Core Youth Service**

**Job Title: Financial Administrator**

**Number of Hours: 25 Hours per week**

**Overall purpose of the job**

To maintain and record all financial documentation for the project with the upmost accuracy and attention to detail. To carry out all the tasks and duties required to ensure the smooth day to day running of the office, according to the vision and guiding principles of the Project. To work as a responsible member of the team, participate in team meetings and have a willingness to participate in training.

**Key areas of responsibilities**

1. Office.
2. Bookkeeping
3. Funders
4. Reporting
5. Administration
6. Miscellaneous

**Office**

* Maintain the offices supplies and equipment
* Liaise with suppliers
* Ensure there are adequate supplies of stationary and other items and overall stock take/shop for resources needed to ensure the overall smooth running of the office and value for money
* Ensure all information/documents received or held in the finance office are confidential and stored/filed correctly.
* Dealing with correspondence and post in conjunction with the Project Leader
* Ensure the office is kept clean, tidy and organised

**Bookkeeping**

* Keeping accurate accounts, using computerised systems;
* Perform day to day processing of financial transactions including issuing of invoices, allocation of receipts, processing of cheque requisitions/invoices, timely payments to suppliers and allocation of payments.
* Posting of purchase invoices
* Input of bank transactions
* Conduct monthly bank reconciliations
* Posting of income on a monthly basis
* Preparation of monthly sheet which is linked to time & attendance reports, to be sent to Dataflow
* Posting of monthly wages
* Ensuring all revenue payments are up to date and posted
* Perform monthly supplier account reconciliations
* Monthly reconciliation of General Ledger Accounts
* Preparation of monthly management accounts
* Review and maintain control over the creditors & debtors ledger
* Fixed asset register maintenance & reconciliations
* Liaising with the auditor/accountant
* Maintaining petty cash system and associated documentation
* Ensuring all staff members follow correct procedures in relation to submitting expenses, cheque requests, payment requests and petty cash requests

**Funders**

* Prepare & maintain all records and reports for all relevant funders
* Submit drawdown request forms as per drawdown request schedule
* Submit financial reports as and when requested by the funders, in line with their requirements
* Ensure that all records and reports are compliant with funder requirements at all times

**Reporting**

* Work with the Project leader to ensure companies procurement policies are adhered to at all times.
* To compile reports for the Board and funders as required
* Ensure all reports requested by funders, Project Leader and Board are prepared with the utmost accuracy , in line with the various requirements and submitted on time
* Prepare the monthly management accounts as per the agreed format in advance of the monthly Finance Sub Group Meeting
* When signed off, prepare the monthly management accounts , as per the agreed format, monthly for the Board meeting
* Run monthly budget v expenditure reportts from the accounting software package
* Ensure compliance with the projects data protection policies to ensure compliance with Data protection legislation(GDPR Requirements)

**Administration**

* Work with project leader on ensuring CRO and CRA are maintained and reports are compiled as required.
* Obtain sufficient quotes for tendering process for works to be carried out in the service and equiptment to be purchased as per finance policy
* Premises- responsibility for the premises inc. cleaners and maintenance utilities (inc. heat, power, water, phone,)
* responsibility for equipment / fittings/furniture inc. I.T. (pc's, mobiles, systems)
* Oversight of vehicles- inc. maintenance, CVRT, tax and insurance
* Support the service with the repairs and maintainence and general upkeep of the service and ensuring that health and safety standards are met.
* Supervise CE staff when appropriate ensuring that standards are maintained and CE are supported throughout their placement here.
* Support development of staff in terms of financial procedures- making and maintaining budgets foir their groups ets
* H.R. oversight and document all leave -annual leave, sick leave, maternity leave, TOIL etc
* Supporting the project leader with miscelleaneous grant applications and administration

**MIscellaneous**

* Attendance and participation in staff meetings as requested
* Attendance and participation in training as requested
* To work in co-operation with the Project Leader and Staff team.
* Provide support to the manager as required
* To assist in any other ad hoc duties as requested.