

HOME

JOB DESCRIPTION for FINANCE ADMINISTRATOR – Payroll, Expenses and Subsidiaries

Responsible to: Management Accountant

Job: Part-time (36 hours) 0.9 FTE

Salary: Grade 4 £21,588 F/E (£19,429)

Team: Finance

Purpose: “HOME”, is an organisation that incorporates GMAC Ltd, GMAS Ltd, Cornerhouse Publications Ltd and HOME Manchester Productions Ltd, (for Theatre activity). This job is a key support role in the Finance team of HOME, helping to provide financial administrative support to enable the effective operation of the organisation.

The post-holder will have a primary focus on payroll, supported by the Senior Finance Officer: weekly, monthly, and hourly. As well as a range of financial administrative task such as: support to Cornerhouse Publications month end process; the gift shop (GMAS Ltd); as well as expenses, credit cards and other accounts payable as required for the Group.

Other areas of responsibility and ad hoc projects may be included in the role from time to time and roles rotated within the team to ensure all members are able to provide cover and maintain a broad range of experience.

Main Duties:

Payroll

1. Collecting and collating monthly, hourly, and weekly payroll data to send to an external payroll service provider
2. Liaising with managers with regards to monthly, hourly, weekly staff as well as freelancers
3. Working with HR with regards to starters, leaver, pension changes and other changes.
4. Be a point of contact for payroll queries and escalating as required
5. Preparing, posting of payroll journals and to maintain an orderly filing system of all payroll documentation/reports.
6. Performing any other duties/task as required relating to payroll.

Cornerhouse Publications Month-end

7. Working with Cornerhouse Publications in the preparation of the month-end sales statements to go out to Publishers and Customers.
8. Raising sales invoices and credit notes

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9. Coding and posting purchase invoices relating to suppliers, publishers, and reps.

Shop

10. Coding and posting purchase invoices relating to suppliers and freelancers.
11. Processing the payment run for the bookshop and sending out remittance advises.
12. Reconcile supplier statements monthly
13. Assist in the stock count as and when required.

Credit Cards

14. Coding and posting the monthly company credit card statements and matching up with credit card receipts. Liaising with colleagues re outstanding receipts

Expenses

15. Managing and processing all expense claims from staff and volunteers

Accounts Payable (GMAC, GMAS, Publications and Theatre)

16. Responsible for helping the Finance Administrator – Accounts Payable with the end-to-end accounts payable process
17. Processing invoices onto the system, dealing with suppliers and processing payment run

Other

18. Raising journals and corrections to ensure expenditure and income is properly coded within the finance system
19. Maintain an orderly filing system of all accounts documentation
20. Prepare ad hoc analysis/reports as requested by the Finance Director/Management account.
21. Dealing with general accounts queries where appropriate
22. Providing guidance and support to staff, ensuring Finance policies and procedures are followed.
23. Attending regular Finance meetings and other meetings as required.
24. To carry out any other duties that may reasonably be required of a Finance administrators.
25. Reading all internal communications and keeping up to date with the programme
26. Provide holiday and sickness cover for the Finance team

Skills Required:

- High level of accuracy and attention to detail
- Ability to multi task and prioritise
- Be customer focused and have good communication skills
- Some previous experience would be preferable
- Knowledge of SAGE 50 would be useful
- Excel skills is essential
- Team player