

## **The Role and Responsibilities of the Finance Administrator**

**Responsible to:** Head of Operations

**Responsible for:** Accurately maintaining records of all financial transactions

### **Key tasks will include:**

- Accurate processing of all financial transactions to Sage 50 Accounts
- Recording and reconciliation of all bank transactions
- Raising purchase orders, processing purchase invoices, staff and volunteer expenses, credit card transactions and collating payment runs, ensuring accuracy and approval as per company procedures
- All aspects of the accounts receivable process, from raising sales invoices to debt recovery
- Complete special ad hoc projects and reports to provide support across the business
- Ensuring compliance of internal procedures and controls, and providing feedback to evolve and improve processes
- Maintaining fixed asset and equipment registers
- Liaison with suppliers to achieve best value

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.*

## Candidate Specification

FACTORS	ESSENTIAL	DESIRABLE
<b>Qualifications and attainments</b>	<p>Educated to degree level in finance, or qualified by experience within a finance function for a minimum of three years</p> <p>A strong proficiency in English and mathematics</p>	<p>An understanding of athletics or other sport</p>
<b>Work and other experience</b>	<p>Strong knowledge and experience of Sage 50 Accounts, MS Excel, MS Outlook &amp; MS Word</p> <p>An excellent understanding of accounting principles and knowledge of accounting processes</p>	<p>Enthusiastic and displays a keen interest in sport</p> <p>Competent in the use of other MS 365 apps</p>
<b>Skills</b>	<p>First-rate knowledge of the principles of VAT</p> <p>The confidence to communicate clearly both internally and externally with stakeholders through strong verbal and written communications skills</p> <p>Team player with ability and willingness to work well with others, and to tight timescales</p> <p>Ability to multitask with flexibility to complete a variety of projects in tandem</p> <p>Demonstrable analytical and problem-solving skills, with the ability to use initiative to identify and resolve issues</p> <p>A quick learner able to organise and prioritise personal workload and demonstrate a flexible and responsive approach to work demands of business and stakeholder needs</p>	<p>Knowledge of partial VAT exemption</p>
<b>Disposition and Personal qualities</b>	<p>Self-motivated and takes ownership of tasks and problems</p> <p>Confident and able to work with a minimum of supervision</p>	

	Reliable, trustworthy, numerate, and highly organised  Conscientious with a demonstrably high level of accuracy and attention to detail	
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### Application Process

Applicants should apply by submitting the application form, covering letter (addressing how the applicant's skills and expertise fit with the job role and candidate specification) and equal opportunities form, marked "private and confidential", to Francesca Snitjer, Executive and Equalities Officer, at [francesca.snitjer@scottishathletics.org.uk](mailto:francesca.snitjer@scottishathletics.org.uk)

The closing date for applications is **noon on Wednesday 14<sup>th</sup> December 2022** with interviews taking place week commencing 19<sup>th</sup> December 2022.

Incomplete applications and those received after the closing date will not be considered.

Any offer of employment would be subject to a satisfactory PVG check and references.

**scottishathletics** is an equal opportunities employer.