**Job Description Finance Administrator (date prepared May 2018)**

Salary £10.50 per hour

Hours 12 hours per week

Reporting to Treasurer

Work base…this will be discussed on appointment. An office base exists in Malpas though some element of home working will be likely

Job Summary

Responsible for supporting the Treasurer in maintaining accurate financial records, ensuring all transactions are recorded and providing monthly management accounts to the Board of Trustees. To ensure financial data is accurately and efficiently processed to support financial decision making.

Key Duties

* Record, reconciliation and banking of all donations to the Charity
* Recording, reconciliation, tracking and banking of Grants to the Charity
* Check, process and record all payments, administer invoices and expense claims received, code items against projects, and action payments.
* Reconcile transactions on computer and bank statements and ensure all accounts balance
* Liaise with and review budgets and expenditure as necessary with the Treasurer and prepare month reports and other data as required.
* Maintain proper records for all the above on computer XL spreadsheets or other book- keeping package and file all relevant paperwork. Provide reports and information to the Treasurer, Chair and External Examiner as required.
* Process the OPAL Club accounts, maintain records and provide reports to the Board of Trustees and individual clubs on a monthly basis.
* Assist with year-end preparation for annual audit purposes.
* Prepare and provide financial returns for funders
* Maintain the fixed asset register and files required for audit purposes
* Tracking, resolution and documentation of outstanding issues arising from the above work.
* Uphold the Rural Community Services (West Cheshire) and OPAL service values, aims and mission statement and adhere to the Charity’s policies and procedures

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change due to the nature of the service and developments continually taking place. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, we will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.