

Job description

Job Title:	Finance Administrator / Accountant / Bookkeeper
Reports to:	Operations Manager / Head of Operations

General job description:

The finance administrator will be responsible for the organisation's day-to-day accounting procedures. These responsibilities will include maintaining records for all transactions, preparing monthly and quarterly reports, and processing and recording of various financial transactions.

1. Principal responsibilities:

- Maintain and update accounting records
- Investigate and resolve accounting errors and discrepancies
- Prepare documentation for audit and financial year-end accounts
- Prepare and process payment runs
- Process staff expenses, statutory payments, and maintain accurate petty cash records
- Reconcile Barnabas Fund bank accounts;
- Maintain and oversee processes relating to purchase ledgers, credit cards, and legacies
- Respond to queries raised by stakeholders

2. Technical Competencies:

- Participate in payroll processes
- Hands-on experience with accounting software and advanced knowledge of MS Excel
- Good understanding of charitable / not-for-profit bookkeeping procedures
- Time-management and organization skills
- Confidentiality
- Proven experience as a finance administrator, finance assistant, bookkeeper, or similar role
- Tax benefit processing of donations received

3. Educational Requirements and Work Experience:

The successful candidate will need to demonstrate suitable qualifications and experience in the accounting and finance administration sector. Tertiary qualification is desirable, but candidates who may not have the necessary educational qualifications but who can demonstrate sufficient and appropriate work experience will also be considered. The successful candidate will need to demonstrate a good grasp of finance processes, especially in the charity / not-for-profit sector. Salary will be dependent on suitable qualifications and work experience.