

Finance Coordinator

Reporting to: Business Services Manager (BSM)

Salary range: £25 – 29k (pro rata) dependent on experience

Hours: 25 – 35 per week

Job Overview:

The Finance Coordinator will be responsible for supporting the financial operations and administrative function of the company by managing daily accounting tasks, assisting with financial planning and analysis, and ensuring accurate statistical and financial reporting. This role requires a detail-oriented and analytical individual with strong organisational skills.

Key Responsibilities:**1. Accounting, Financial Reporting & Analysis:**

- Support BSM in preparing and maintain financial records, ensuring accuracy and compliance with company policies and regulations.
- Support BSM with accounts payable and receivable, ensuring timely processing of invoices and payments.
- Credit control, cashflow monitoring, banking, petty cash and nominal journal entries.
- Support month-end and year-end processes.
- Collaborate with department managers.

2. Business Services & Fundraising

- Manage the administration of Respite Date correspondence, maintain up-to-date database records, and produce accurate monthly statistical information and reports.
- Handle all aspects of holiday home reservations, including inquiries, bookings & invoices.
- Provide administrative support for fundraising activities, ticket sales management, and donation recording and reporting.

3. Compliance and Audit:

- Ensure compliance with internal controls, policies, and procedures.
- Assist with internal and external audits.
- Stay updated on financial regulations and industry best practices.

4. Process Improvement:

- Identify opportunities for process improvements and implement solutions to enhance efficiency and accuracy.
- Develop and document standard operating procedures for financial tasks.

5. Support and Collaboration:

- Provide financial support to various departments, addressing inquiries and providing guidance on financial matters.
- Collaborate with BSM to ensure seamless financial operations and reporting.
- Provide support related to company vehicles, business insurance, leases and legal agreements.

6. General Administration & Payroll

- Ad-hoc administrative duties as determined by operational needs.
- Monthly payroll processing & supporting the payroll process by ensuring timely and accurate submission of all payroll-related information.
- Undertake any other duties which are related to the responsibilities of the post, and which may be delegated by line manager and senior management.
- Answering phone calls, emails and in person queries.

PERSON SPECIFICATION
FINANCE COORDINATOR

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Relevant Accounting Qualification e.g. Accounting Higher, HNC, AAT, Institute of Book-keeping etc, or relevant industry experience.	HND in Accounting or higher.
Experience	Minimum of 2 years' experience in similar role. Excellent knowledge of IT systems, especially Microsoft windows packages – Word, Excel & SharePoint. Good knowledge of QuickBooks or other accounting software packages.	Previous charity or voluntary sector experience. Experience of financial responsibility for a budget including end of year accounts and external liaison with auditors Understanding of financial controls e.g. purpose of reconciliations, fixed asset registers etc.
Special aptitudes or abilities	Undertake a mixture of duties to a consistent high standard, with a particular emphasis on attention to detail. Confident when working with spreadsheets and computerised accounting and payroll packages. Well organised and structured in approach to carry out duties, and ability to prioritise workload effectively. Excellent organisational and time management skills Excellent ability to communicate clearly to people at all levels, with sensitivity and diplomacy. Ability to work well under pressure. Ability to work on own initiative, prioritize work and take day to day decisions on the running of the department.	Experience of working in the voluntary sector / similar role Experience and understanding of charity accounts
Particular requirements of the role	A commitment to putting Archway's purpose, vision and values into practice, along with National Care Standards, SSSC Codes of Practice and Archway's Policies and Procedures. Pleasant disposition with good customer service understanding.	