

**Job Title:** Finance Administrator

**Reporting to:** Finance Manager

**Normal Place of Work:** Saffron Walden / Dunmow

**Hours:** 12 hours per week

**Pay:** £11.44 per hour

The organisation:

Mind in West Essex is a local, independent mental health charity. We affiliate to Mind (the National Association for Mental Health) a charity with which we share common values and principles.

Our vision is for West Essex to be a place where people talk openly and positively about mental health, and where everyone gets the support and respect needed to live well.

We embrace diversity and understand that being an inclusive organisation, recognising different perspectives, will enable us to provide excellent services.  We are committed to ensuring all our employees are treated fairly and equitably at work and promoting equity in physical and mental health for all.

About the role:

The main objective of the role is to support the Finance Manager with day to day running of the administration for the resources team. The post holder will be required to undertake additional administration tasks as and when requested.

Key Task Areas and Responsibilities:

To assist with a range of Finance administrative tasks identified by the Finance Manager or Head of Resources; these may include:

* Inputting; invoices, payments, staff salaries and expenses on to our accounts software package QuickBooks accurately.
* Creating Sales Invoices
* Receive and check all counsellors’ session invoices, contact counsellors to obtain further information and raise queries where necessary.
* Checking expenses from staff and volunteers in line with our expenses policy, and raising queries where necessary.
* Updating Lamplight (Database) with donation information.
* Collating Gift Aid information.
* Support Finance Manager in Year End submissions and monthly finance monitoring reports
* Assist in Banking, allocating petty cash and working alongside Resource Administrators
* Assisting with the day to day running of the Saffron Walden hub, email box, answer queries professionally and sensitively where necessary via phone, email, letters and in person; redirect them to the appropriate team member or alternative service.
* Dealing with answerphone messages, opening posts, purchasing supplies, etc.
* Maintain strict confidentiality of all persons using any Mind in West Essex  Service at all times

## Expectations

* To work under the supervision of the Finance Manager.
* To adhere to and promote good practice in providing a caring, supportive, and safe atmosphere.
* Maintain confidentiality with regard to information received from people accessing Mind in West Essex services and from Mind in West staff and volunteers in line with the Mind in West Essex confidentiality policy.
* To work alongside and support people who undertake administrative work for Mind in West Essex on a voluntary basis.
* To act at all times with honesty and integrity and to support the best interests of Mind in West Essex.
* To discuss issues arising regarding the work with the Finance Manager on a regular basis.
* To keep abreast of internal and external developments and respond accordingly.
* To undertake other duties that may be necessary as directed by the Manager, that are compatible with nature and grade of post.
* To adhere to relevant legal and statutory requirements including the Data Protection Act (always ensuring an appropriate level of confidentiality), Health and Safety at Work Act (always ensuring H&S of own and others) and any other relevant/charity la

**PERSON SPECIFICATION**

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| **Finance Administrator** | **Essential Criteria** | **Desirable Criteria** |
| **Qualifications** |  |  |
| * Relevant accounting qualification
 |  | x |
| **Knowledge** |  |  |
| * Excellent IT skills e.g. Microsoft Word/Excel, Google docs with the willingness to  undertake training to use other systems
 | x |  |
| * Knowledge or experience of mental health problems personal or professional ∙
 |  | x |
| **Experience** |  |  |
| * Relevant and sufficient  accounting experience
 | x |  |
| * Experience of working with QuickBooks
 |  | x |
| **Skills and Abilities** |  |  |
| * Ability adhere to deadlines
 | x |  |
| * The ability to work on own initiative but be part of the Mind in West Essex team,  attending meetings and contributing to team decision making
 | x |  |
| * Excellent telephone manner
 | x |  |
| * Good standard of Numeracy
 | x |  |
| * Empathy and an understanding of the needs of vulnerable people
 | x |  |
| * Self-motivated with the ability to manage own workload
 | x |  |
| * Willing to actively engage in regular supervision, appraisal and training appropriate to  the role
 | x |  |
| * Good organisational skills
 | x |  |
| * Ability to work as part of a team and to work on your own initiative.
 | x |  |
| **Other** |  |  |
| * No criminal record that prevents work with our client group or which would harm our reputation.
 | x |  |
| * Willingness to undertake an enhanced DBS check
 | x |  |

This Job Description will be subject to review in light of changing circumstances and is not intended to be rigid or exhaustive but should be regarded as providing guidelines within which an individual operates.