

Job Description

Job title: FINANCE ADMINISTRATOR

Accountable to: Service Manager

Accountable for: The post holder will have no direct line management responsibilities

Job Purpose

To carry out a range of finance administrative duties to contribute to the efficient running of Freeways services.

Key Responsibilities and Objectives

- To be responsible for service user personal finance records and allocation of personal money, and update excel records accordingly.
- To generate petty cash requests, record and reconcile petty cash payments.
- Carry out other general office duties as required.
- To act as a point of contact for head office finance staff on issues relating to petty cash and/or service user finance records.

Health and safety responsibilities:

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and others at work
- To co-operate with Freeways and Freeways Trust as far as is necessary to enable them to carry out their legal duty.
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for health and safety or welfare at work.

Equal opportunities:

Freeways is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

Post holders may be asked to undertake any task commensurate with their pay grade.

All job descriptions will be subject to review as appropriate and may be altered in line with the requirements of the post. Any proposed changes will be discussed with the post holder prior to change.

Person Specification – Finance Assistant

Shortlisting will be based on the criteria listed below, which are derived from the Job Description. Applicants should therefore explain in their application how they think they meet each criterion using relevant examples from previous work experience and community/voluntary/leisure activities, as appropriate.

Requirement	Essential	Desirable	Assessment
Knowledge /Qualifications			
Awareness of the importance of confidentiality	E		Interview
Numerate	E		Application / Interview
Experience			
Experience of Microsoft Office (Word, Excel, Outlook)	E		Application / Interview
Confident in handling cash		D	Application / Interview
Skills and Abilities			
Good IT skills	E		Interview
Excellent customer service skills		D	Application/ Interview
Ability to work in a busy environment with a varied client group	E		Application/ Interview
Excellent communication skills	E		