

Gaddum



Job Description: Finance & Trust Administrator

Job Title: Finance & Trust Administrator
Responsible to: Financial Services Lead
Accountable to: Chief Executive
Reporting to: Financial Services Officer
Salary: £18,795
Location: Gaddum House & Other service delivery sites
Hours: 35 hours per week (flexible working to suit needs of the role)

Context

At Gaddum, we treat everyone as individuals. We really get to know those we help, understanding their world to offer a range of support that's right for them. Our promise of tailored support is made possible by our breadth and depth of knowledge, through our unwavering commitment to the local people of Greater Manchester.

Our experience listening to generation after generation, for nearly 200 years, has taught us the importance of considering not just the individual but also the relationships around them. Our innovative approach means we can, not only build resilience, but identify further risks and offer preventive support now and in the future. At Gaddum, we believe that by supporting individuals, we ultimately help support entire communities.

Our aim is to empower and enhance the lives of people in Greater Manchester. We currently work in four Greater Manchester authorities, Manchester, Rochdale, Salford and Stockport.

Job Summary

To provide financial administrative support for the Gaddum Finance Function.

Job Purpose

The post of Finance & Trust Administrator will support the Finance Lead & SLT of Gaddum in financial administration and control. The role will:

- Provide the Purchase & Sales ledger function ensuring support of the operations of the Charity.
- Action the payment and recording of Nominal transactions in line with company procedures.
- Provide a professional and comprehensive response to queries on Trust Funds

Key responsibilities

Financial Accounting & Control

General

- To input and record accounting transactions in line with the charity's financial policies
- To provide a professional and comprehensive service in dealing with accounts queries raised by suppliers and employees

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- To provide the first point of contact for purchase order queries
- To input, check and issue expenses for company employees
- To work to month, quarter and year end deadlines
- To respond as appropriate to internal and external Finance enquiries
- To prioritise daily workload

Cash Management & Bank

- To oversee the distribution of petty cash to employees
- To record and bank cash & cheque income
- To collect funds from the bank as required

Purchase ledger

- To ensure goods and services invoiced have been ordered, charged in accordance with the order and received
- To raise BACS and other creditor payments ensuring all creditors are paid in accordance with the charity's policy as instructed
- To reconcile the control account and ensure the ledger is available to be closed in line with the accounting timetable as instructed

Sales Ledger

- To ensure all invoices are processed in line with requests
- To reconcile the control account and ensure that the ledger is closed in line with the accounting timetable

Nominal Ledger

- To operate a process, which ensures that all Nominal payments and receipts are recorded in a timely manner

Management Accounts

- To support the Finance Function by producing timely Debtor and Creditor reports for inclusion in the quarterly Management Accounts as required

Trusts and Funds Administration

- Key point of contact for trust and fund boards
- Administration of trusts and funds against protocols agreed between Gaddum and associated trusts and funds
- Coordination and administration of trust and fund meetings on behalf of the organisation and trusts and funds
- Maintain accurate, timely and relevant written & financial records pertaining to the administration of trusts and funds
- Respond to enquiries and requests by phone, email and in person as required
- To assist with collating and inputting of data, e.g. accounts for reporting periods

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- To liaise with referring organisations, referrers and beneficiaries where necessary during the day-to-day administration of trust funds

Other duties and responsibilities

- To meet regularly with Financial Services Officer for supervision
- To undertake additional duties within competence of post holder as required by Chief Executive
- Flexible approach to working patterns to suit the needs of the role as required.
- Promote the work of Gaddum and safeguard its good name and reputation at every opportunity.
- To adhere to Gaddum Policies and Procedures.
- To maintain privacy and confidentiality in line with Gaddum Centre's policies and procedures.

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, this job description may be revised from time to time.

All staff are expected to work within all Gaddum policies and procedures.

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Finance & Trust Administrator – Person Specification

Criteria	Essential	Desirable	Assessed*
Qualifications/ Experience	<p>Maths and English GCSE at grades C or above (or equivalent qualification).</p> <p>Previous experience of providing administration support.</p> <p>Evidence of continuous professional development.</p> <p>Experience of collating data and preparing reports.</p> <p>Experience of using database systems for record keeping and the management of data.</p>	<p>Experience of working in the voluntary sector.</p> <p>Have experience of working within social and health care services.</p> <p>Previous experience of administering trusts and funds, or other associated tasks</p>	<p>A,I</p>
Skills and Abilities	<p>High quality ICT skills and proficiency especially in the use of Microsoft Office.</p> <p>Excellent verbal and written communication and negotiationskills.</p> <p>Very well organised, able to prioritise and plan own work andwork to meet deadlines.</p> <p>The ability to build and maintain relationships with external stakeholders.</p>	<p>Experience of using an accounts package software</p> <p>Finance qualification</p> <p>Being able to take accurate minutes in a timely manner</p> <p>Demonstrable ability to find cost savings as a natural part of day-to-day tasks</p>	<p>A,I</p>

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<p>Knowledge</p>	<p>A sound understanding of the need to maintain confidentiality, including the ability to manage confidentiality barriers with both internal and external stakeholders Ability to work within a busy office environment as part of a dynamic and skilled team</p> <p>Understanding of, and the ability to, maintain financial accounts.</p> <p>To support sponsors in the application and completion of grant funding for beneficiaries</p>		<p>A,I</p>
<p>Values and Personal attributes</p>	<p>A commitment to Gaddum Centre values.</p> <p>A commitment to equality and diversity.</p> <p>A non-judgemental attitude.</p> <p>Flexible and positive work ethic.</p>	<p>Knowledge of Gaddum Centre and its services.</p>	<p>A,I</p>

***Application, Interview, Task**