Finance Administrator

Job description and person specification

We are looking to appoint a Finance Administrator who will work closely with the senior management responsible for providing comprehensive business support for financial and business processes. This is a fantastic opportunity for someone with a passion for finance to work as part of a team to make a difference in the lives of those we support.

In this role you will:

- Oversee and participate in all accounting, processing and banking tasks using SAGE
- Monitor budgets with understanding of variances and report to senior management
- Budget forecasting, preparing monthly management accounts, monitoring budgets and monthly/quarterly as well as annual finance reports for manages and external stakeholders
- Preparation of year end accounts with senior management and independent auditor
- Supporting the senior management team in maintaining SERICC's financial processes, including VAT, ensuring that there are accurate and up-to-date financial records.

Reporting to: SERICC Senior Management Team

Salary £24,946 - £30,151 (pro rata)

Start date: March 2024 (or immediate)

Hours: 15 – 22.5 hrs per week

Place of work: SERICC premises in Thurrock

Holiday: 30 days per year pro-rata.

Please send your CV to recruitment@sericc.org.uk

Closing date noon 21st January 2024.

We will assess CV's on receipt and interviews will take place on Friday 26th January 2024

About SERICC www.sericc.org.uk

SERICC works with victims and survivors of sexual violence and child sexual abuse, providing independent, specialist support and promoting and representing their rights and needs.

SERICC is a registered charity working with adults, young people and children from across south and southwest Essex. We have a head office in Thurrock, Southend and outreach premises in Basildon, Brentwood, Harlow, and Epping.

About Synergy Essex

SERICC is part of Synergy Essex – the Essex Rape and Sexual Abuse Partnership. We work closely with CARA (Centre against rape and abuse) and Southend-on-Sea Rape Crisis (SOS Rape Crisis) to deliver services for victims and survivors of sexual violence and child sexual abuse across Essex.

Main Responsibilities:

- To keep accurate records of the financial activities of the charity, ensuring the correct income and expenditure is allocated across our funding sources, as agreed with the Senior Management
- To work with the Senior Management to maintain bank account statements, verifying, allocating and posting transactions on SAGE.
- To process received invoices and staff expense claims.
- To issue invoices and keep track of whether these have been paid.
- To prepare monthly bank reconciliations.
- To work with payroll providers, to check salary and related calculations
- To reconcile balance sheet accounts.
- To provide information for the accountants to prepare SERICC end of year accounts and liaise with the auditors.
- To prepare budgets in consultation with Senior Management and Trustee meetings.
- Keep a record of donations
- Make available six-monthly actual vs budget reports for SERICC Trustees

Contract/Grant management and Fundraising:

- To provide financial monitoring information to Senior Management for presentation to funders and trustees.
- To raise invoices on SAGE software.
- Related record-keeping and financial administrative tasks.

General Duties:

- To adhere to SERICC's organisational policies and procedures, including safeguarding procedures.
- To report to Senior Management and Trustees as required.
- To be administratively self-servicing.
- To undertake any other activities as required by the Senior Management or Board of Trustees.