

## Role Description



<b>Job Title</b>	Finance Administrator
<b>Service</b>	Business Support
<b>Responsible to</b>	Finance Manager
<b>Reporting Roles</b>	Not applicable
<b>Purpose</b>	To support the delivery of our finance function
<b>Base</b>	The role will be based at our head office in Martlesham Heath, Suffolk
<b>Starting salary</b>	£23,846
<b>Working Hours</b>	Fulltime

### Job Overview

We are looking for a good administrator with excellent attention to detail and a commitment to learning our financial processes. You should have good all-round office, IT and administrative skills and the ability to switch quickly and efficiently from task to task.

We are due to transition for our existing accounting Software to Accounts IQ and our Finance Administrator will be involved in the implementation and embedding of the software within the organisation.

### Responsibilities and Duties

You would be expected to undertake financial duties that may include:

- Processing housing income and expenditure and assisting our housing teams with account queries
- Credit control including preparing weekly debtor reports for our housing teams
- Facilitating rental payments to landlords and changes of tenancy administration
- Prepare expense and salary payments run and ad hoc payments as necessary
- General sales and purchase ledger postings
- Support colleagues with general administration duties during busy periods
- Monitoring our finance mailbox
- Undertaking finance inductions for new staff members
- Take minutes at finance committee meetings
- Monitoring utility bills for ACT properties and liaising with providers where required
- Raising sales invoices and facilitating grant income.

Much of the above will involve the use of Accounts IQ Software.

### Skills, qualifications, knowledge and understanding required

We work in an ever changing environment and every day brings a different experience to our team. You would be working in an open plan office environment as part of our wider Business Support Team.

We are looking for someone with:

- Good administrative skills
- Excellent attention to detail
- Ability to work to deadlines
- Knowledge of Microsoft Outlook, word and excel
- Knowledge of accounts software (preferable but not essential)

- An understanding of double entry book keeping (beneficial but not essential)