

JOB DESCRIPTION

TITLE FINANCE ADMINISTRATOR

HOURS PER WEEK 7

ACCOUNTABLE TO Head of Business and Finance & Senior Manager

RESPONSIBILITIES

Preparation of Month-end Accounts and Annual Accounts

- Reconcile the various financial elements on a monthly basis
- Prepare Annual Accounts for Auditors
- Liaise with senior management and TfC's auditors for the auditing of the Annual Accounts and any other matters as required

Cash Flow and Petty Cash

- Balance petty cash
- Assist senior management with cash flow monitoring as required

Staff Salaries

- Process staff salaries and travel allowances through the payroll once a month, ensuring that all notified changes in relation to PAYE, National Insurance and Pensions are complied with
- Complete returns for the Inland Revenue
- Seek advice from appropriate statutory bodies on the conditions for Sick Pay and for Maternity Pay, and ensure that payment procedures are fully compliant with regulations
- Deal with the administration of Tax and National Insurance matters, using the relevant online platforms and liaising as necessary with HMRC
- Implement changes to staff salary levels as instructed by senior management

Invoices

- Check financial details of invoices and statements from suppliers and pay them at an appropriate time, taking cash flow into account and as authorised by senior management. Ensure any regular payment arrangements are maintained
- Prepare monthly sales invoices, as advised, using TfC's nominated accounting package
- Monitor debtors and creditors through production of debtors and creditors analysis reports, advise senior management and send out statements as required

General Finance duties

- Maintain financial files
- Meet on a regular basis with senior management

General

- Undertake training as necessary to meet the requirements of the post
- Undertake any other duties within the scope of the Financial Administrator's position as required by senior management and the changing demands of the job