

**JOB DESCRIPTION**

**FOR**

**FINANCE AND ADMINISTRATION ASSISTANT**

**Responsible to:**  Director of Finance and Administration

**Location:** Snetterton, Norfolk

**Departmental Overview**

The Finance and Legacy Administration department consists of six posts. In the finance team there are three posts of which this is one. Close working co-operation and a good understanding of the roles of all the staff are essential. The post holder will be liaising with staff across the organisation – those in Head Office, those at the 4 Farms and their Visitor Centres and Field Officers based around the UK.

**Aim of Job**

To contribute to the smooth and efficient running of the Finance and Administration Department.

**Main Duties and Responsibilities**

* To create and maintain a schedule of repairs and maintenance for Head Office, ensuring that regular testing is carried out in a timely manner and that the work environment is kept to a good standard
* To manage the financial aspects of all properties, including business tenancies and rent reviews, council tax and non-domestic rates, agricultural payment schemes and utility bills.
* To be responsible for the utility and other maintenance contracts across all sites, ensuring that the most cost effective price is achieved
* To assist the organisation in improving its procurement practices, offering advice and support where necessary to achieve maximum efficiency
* To administer organisational credit ensuring that all statements are reconciled to receipts and coded in the timely manner
* To liaise with insurers to manage claims and required changes to policies
* To manage the fleet of company vehicles – ensuring that insurance, tax and MOT records are kept up to date and assisting drivers with queries.
* To reconcile fuel receipts to fuel card statements and maintaining records of mileage for VAT and payroll purposes
* To assist with the daily reconciliation of income, bringing together data from various systems and the finance system
* To complete the daily posting of income journals from the fundraising system and reconcile the Charity’s main bank account
* Ensuring compliance with the company’s driving policy and maintaining evidence to support this
* Monitor organisation-wide compliance with those procedures for which the job holder is responsible, reminding staff appropriately of the need to comply and alerting the Director of Finance to instances of material or repeated non-compliance
* Maintain an up to date record of processes and procedures which enables others to carry out tasks if required
* Identify possible improvements to processes and controls and, after agreeing them with the Director of Finance and Administration, work with the team and with other departments to implement those improvements
* Assist the Director of Finance and Administration in preparing for statutory and other auditors by providing analysis and answering queries
* To undertake other job related tasks as requested by the Director of Finance and Administration

**Health & Safety**

* To comply with the policies of World Horse Welfare to ensure that risks within the working environment are reduced as low as reasonably practicable
* To raise any health and safety concerns with your Line Manager or the Health & Safety Officer based at Head Office

**PERSON SPECIFICATION**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **EXPERIENCE** | * Experience of working in an administrative role
* Experience of ensuring adherence to policies within an organisation
* Experience of using finance systems such as SAGE
 | * Experience of managing the maintenance of an office
* Experience of managing a fleet of company cars
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| **KNOWLEDGE/SKILLS** | * Knowledge of good procurement practices
* Good excel skills
* Good numeracy skills
* Good written and verbal communications skills
* Computer literate in Microsoft Windows
 | * SAGE
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| **PERSONAL QUALITIES** | * A flexible approach to work and colleagues
* Well-organised, conscientious
* Excellent attention to detail
* Ability to problem solve
* Ability to prioritise workload and work to tight deadlines
* Ability to remain calm under pressure
* Trustworthy and dependable
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| **MOTIVATION** | * Interest and sympathy with the aims and activities of the World Horse Welfare
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