



## Job Description

**Post:** Finance and Administration Officer  
**Salary:** £21,074 - £23,111 (dependent on experience)  
**Hours:** 35 hours per week  
**Base:** Zion Community Centre, 339 Stretford Road, Hulme, M15 4ZY.  
**Accountability:** Finance Manager  
**Working with:** Manchester Mind staff, volunteers, people using services and statutory and voluntary agencies.

**Job summary:** The priority within this role is to work with the Finance Manager, staff, customers and Trustees to provide good quality financial information and ensure the accurate and efficient operation of Manchester Mind's financial systems alongside administrative support to the Office Manager.

### Duties relating to the post

- Sales Ledger – raising and processing of sales invoices, credits and receipts on Sage accounts, dealing with queries, and raising credit notes if necessary.
- Purchase Ledger – processing of purchase invoices (approved by the appropriate person), credit notes, dealing with queries, checking statements of account, scheduling and making payments in line with financial policies and procedures, in a timely manner.
- Cash takings – accounting of the cash takings from the Café and Good Mood Food.
- Petty Cash/Expenses – processing and ensuring approval by the appropriate person, and input into Sage, with monthly reconciliation.
- Credit control – produce and send accurate monthly statements, produce a debtors ageing summary, calling debtors to ensure timely payment, deal with queries and disputes in a systematic manner.
- To run the monthly payroll dealing with regular and irregular payments deductions, starters and leavers.
- Bank – inputting of sales and cash receipts, payment of suppliers by cash/cheque or BACS, banking of cash/cheques with monthly reconciliation of all bank accounts.
- Grants/Funding – support the Finance Manager/project managers as required to develop budgets for new projects/grant applications.
- Wages Control/Pensions – Supporting the Finance Manager, including ensuring PAYE, NIC, and pension contributions are paid and reconciled. Inputting and recording of journals with monthly reconciliation.
- VAT control – prepare the quarterly VAT return, addressing any queries or discrepancies, for review by the Finance Manager.
- Nominal Ledger – inputting and recording of all journals, prepayments and accruals as instructed by the Finance Manager.
- Month/Quarter End – to work with the Finance Manager to complete accurate monthly management accounts, including reconciliations, performance against budgets and forecasts.

- Year End – to work with the Finance Manager to complete annual accounts to audit standard, and working with auditors to provide information and answer any queries.
- Management Information – to work with the Finance Manager to produce financial information for each project manager with budget comparison, to highlight and account for discrepancies to the Finance Manager, to assist project managers in understanding and managing their financial responsibilities.
- Financial Information/Processes – To assist the Finance Manager in the preparation of papers for the Finance Sub-Committee and other Sub-Committees and the Board, to participate in the annual review of Finance Policies and Procedures, and to attend meetings of the Sub-committees and the Board as required.
- To provide telephone support to members of the public ringing in to Manchester Mind as and when required.
- To help with financial and other tasks at Manchester Mind projects as requested, and to work flexibly in accordance with the needs of the service.
- To take on administrative tasks in collaboration with the office manager when required.

### **General Responsibilities**

- Maintaining a professional and confidential approach to work at all times.
- Actively participating in regular supervision sessions and team meetings as requested.
- To be willing to attend appropriate training courses as agreed with your manager.
- Contributing to the effective and efficient running of Manchester Mind by awareness and compliance of policies and procedures, including Health and Safety.
- Ensuring data is managed in compliance with General Data Protection Regulations.
- Creating positive relationships and treating all staff, volunteers and members of the public with dignity and respect, adhering to Manchester Mind's core aims and values, and adhering to equal opportunities and diversity statements and policies.
- Working outside normal office hours if required to do so to meet the needs of the service.
- Carrying out other duties as requested by the Chief Executive or Board of Trustees.

This job description may be subject to joint review from time to time between the post-holder and Manchester Mind, and as such is liable to amendment.

# Person Specification

All are essential unless otherwise stated.

## Knowledge and Experience

- Experience of working in a collaborative way, which includes sharing resources, skills and talents.
- At least two years experience as a bookkeeper or financial worker.
- Experience of working in a supportive and open way with colleagues and/or volunteers, which is appreciative of the skills and talents and perspectives of everyone.
- Experience and ability to run a payroll.
- Working knowledge of Microsoft Office, including experience of using financial spreadsheets and managing budgets.
- Experience of multiple cost-centre accounting practices.
- Accountancy qualification. (DESIRABLE)
- Knowledge of the financial, legal and regulatory requirements. (DESIRABLE)
- Advanced MS Excel user including 'lookups' and 'pivot tables'. (DESIRABLE)
- Working knowledge of SAGE Payroll. (DESIRABLE)
- Working knowledge of SAGE Accounts. (DESIRABLE)

## Skills and Personal Qualities

- Ability to communicate in a clear and meaningful way in order to support collaboration and enable people to build on their skills and talents.
- Ability to organise and manage time effectively in order to meet deadlines.
- Appreciation of, and commitment to, working within the framework of Manchester Mind's policies and procedures.
- Well-organised with the ability to manage own workload.