**Job Title – Finance Administrator**

**Summary of the Role**

The Finance Administrator supplies finance support to our Finance Team, who ensure that our finances are managed well and clearly reported on. We are a busy and growing charity with multiple projects, and our Finance Team play a crucial role in making sure that our limited resources are effectively used, and that we have the funds to deliver our charitable aims of supporting and empowering disabled people.

**Job Purpose: To provide** finance admin and data entry support to the finance team

**Reports to** Management Accountant

**This is an ideal role for someone who is working towards AAT exams.**

**Main Duties and Responsibilities**

* Enter financial data into the system, using our online accounting software (QuickBooks) from already coded information
* Assist the Management Accountant with monthly payroll
* Downloading cost analysis reports for other departments
* Adhere to financial policies throughout the company
* Aid with the preparation of monthly financial reports
* Keep track of accounts payable and accounts receivable
* Establish and keep professional working relationships with colleagues, volunteers and stakeholders of Inclusion Gloucestershire and the broad range of external organisations we work with.
* Be aware and act on the need to report safeguarding concerns (this may include providing some initial support to individuals in the office, before passing on to the Safeguarding Lead).
* Advocate for Inclusion Gloucestershire and its projects at meetings and events and within your own appropriate networks.
* This role profile is not exhaustive and may be subject to change to meet the operational needs of the charity.

**Essential Requirements for this Post**

* Ability to communicate effectively about financial information with finance colleagues
* Ability to learn and use financial systems and processes
* Ability to build rapport with individuals, staff and managers.
* Enjoys working in a methodical way
* Thoroughness and an eye for detail when reading through documentation.
* Microsoft Office (Excel, Outlook, Word)
* Ability to learn to use Accounting Software
* Ability to plan, manage workload, prioritise tasks and meet deadlines
* Trustworthy and able to handle confidential information.
* Reliability.
* Willing to learn.
* Able to travel independently.

**Desirable**

* Previous experience of office administration work
* Some knowledge of Payroll
* Working towards a finance qualification
* Ability to communicate with people who have disabilities and may not be able to communicate verbally.
* Understanding of Safeguarding (training will be provided).
* Understanding of the Social Model of Disability (training will be provided)

**Values and Personal Beliefs**

Inclusion Gloucestershire is driven by its values, at the heart of all that it does. Teams are expected to share and demonstrate these values:

* We are a user-led organisation, driven by the social model of disability, which sees people as disabled by society rather than by their impairment or difference.
* We make sure everyone is meaningfully involved and included
* We empower choice and control through peer leads and place experts by experience at the forefront of our delivery
* We challenge when things aren’t right and give people facing disabling barriers a strong voice
* We believe it is right to treat people fairly and always behave in a way that is honest and trustworthy even when nobody is looking
* We are a caring and professional organisation who work together towards shared goals
* We work in partnership to deliver exciting new ideas and support each other, our members and our community.

