Job Description – Finance Administrator

**About the Role**
Finance Administrators work in the Financial Services Centre (FSC) supporting specialist teams within Finance & Business Services by providing financial accounting support, control, reconciliation and reporting relating to Accounts Receivable, Accounts Payable and transactional processing.

**Key Responsibilities**
- Responsible for ensuring income received is recorded promptly and accurately in cashbooks and ledgers
- Responsible for the control and reconciliation of bank accounts and general ledger control accounts
- Responsible for providing management information, reports and VAT analysis
- Responsible for assisting with debt collection
- Responsible for managing generic mailbox queries on a rotation basis
- Responsible for assisting with the development, implementation and improvement of systems and processes
- Responsible for supporting Accounts Receivable and Payables sections as required

**Skills and Experience**
- Experience of applying strong book-keeping skills & knowledge with attention to detail and accuracy
- Experience of competently using common software programmes, in particular spreadsheets
- Experience of applying good organisational & prioritisation skills whilst working under pressure to tight deadlines and ability to cope with task rotation
- Takes ownership of issues and strives to constantly improve efficiency of processes
- Takes ownership of problems and resolves them taking full account of the facts
• Responds quickly to changing priorities; displays a willingness to do things differently

• Works as part of a team towards a common goal; actively listens; takes fair share of workload

• Educated to GCSE level or equivalent (including English and Maths)

• AAT Intermediate or equivalent, with evidence of exam success

Desirable

• AAT Qualified or equivalent.