

# CLYDE VALLEY GROUP

## Role profile

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**Job Title:** Finance Administrator

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**Salary:** EVH Grade 4 (£21,154-£23,921)

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**Reporting to:** Senior Finance Officer

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**Hours:** 35 hours per week

### Overall Purpose

The Finance Administrator is a key member of the Finance Directorate who are collectively responsible for the efficient and effective management of the Group's financial administration. The following is a list of duties which will be carried out by the post holder, with on the job training and development provided where required.

### Main Responsibilities: Financial Administration

- Maintaining the books of original entry, nominal ledger, and purchase ledger and closing of these on a monthly basis
- Scrutiny and processing of all claims for payment, including credit cards and ensuring each has been authorised by the appropriate member of staff
- Posting of rent and other payments to ensure accurate and high levels of services to customers
- Preparation of all cheques for signature and payment of outstanding accounts payable
- Assist in the banking of all cash and cheques received on a weekly basis
- Preparation of bank reconciliations on a monthly basis
- Reconciliation of relevant balance sheet accounts
- Income and expenditure account analysis
- Reconciliation of rechargeable repairs on a monthly basis
- Monthly preparation of the void report

## Statutory Returns

- Assisting in the timely submission of Inland Revenue and other statutory returns

## Financial Reporting

- Assisting in the preparation of the year-end audit files
- Preparation of technical reports for colleagues in Investment and Customer Services Directorates

## General

- Undertake banking as required
- Liaison with other departments and external agencies as appropriate
- Attending Group Working Groups and representing the Finance Directorate as appropriate
- Attending seminars, training courses and other events as appropriate and preparing reports thereon as required
- Contribute to best practice and process review, consider continual improvement and streamlining of processes and procedures
- Carrying out any other duties appropriate to the position as required and at the discretion of the Finance and Corporate Services Director or Finance Manager.

**The roles and responsibilities may alter due to changes in service delivery requirements, legislative changes, new technology or other external factors and thus, you may be required to carry out additional duties as allocated by the Finance Manager or Finance and Corporate Services Director.**

## Person specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Secondary Level Qualification</li> </ul>	<ul style="list-style-type: none"> <li>Highers or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Purchase ledger and payment processing experience</li> <li>Balance Sheet reconciliations</li> </ul>	
<b>Knowledge/ Understanding</b>	<ul style="list-style-type: none"> <li>Working knowledge of spreadsheets, preferably Microsoft Excel</li> </ul>	<ul style="list-style-type: none"> <li>Working Knowledge of Open Accounts</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to work under pressure to tight deadlines</li> <li>Ability to work on own initiative</li> <li>Numerate and computer literate</li> <li>An eye for detail and a high degree of numeracy and accuracy</li> <li>Good Time Management</li> <li>Good oral, presentation and written communication skills</li> <li>Excellent IT Skills</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>Team Worker</li> <li>Conscientious</li> <li>Self-Motivation</li> <li>Committed to Continuous Improvement</li> <li>High standard of organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>Driving licence</li> </ul>