

Finance Administrator

About the organisation

Age UK Lincoln and South Lincolnshire is an independent local charity, part of the Age UK brand partnership. We are a fast paced, forward thinking and friendly organisation, supporting more than 5000 people every week. Based at our activity centre on Park Street in Lincoln, we support clients right across the county through activities, social groups and the many services we provide.

Our vision – **a world where older people flourish** – is delivered in the pursuit of our strategic priorities and values:

| | |
|---|------------------------|
| To improve the lives of older people | Caring & Understanding |
| To increase our organisation's financial sustainability and contribution to the local economy | Dedicated & Passionate |
| To be leaders in providing high quality services and achieve customer excellence | Dignity & Respect |
| To be a partner of choice | Independence |
| To be an employer of choice for staff and volunteers | Compassionate |

We employ more than 260 people in 19 different departments who are supported by more than 150 volunteers. As we continue to grow as an organisation, we are looking for the right people to join us. If you're motivated by our vision, believe in our strategic priorities and embody our values in everything you do, why not apply for a role at Age UK Lincoln & South Lincolnshire.

Our recruitment and selection process

All candidates are required to complete our [application form](#) to ensure a fair and consistent process; CVs will not be accepted.

The questions we ask are designed to capture the key information about your employment history and the skills and qualifications you have gained whilst at work or in education. We encourage applicants to use the job description and person specification when completing their application to demonstrate they understand the role for which they are applying.

Applications are sent to the hiring managers for short listing once the job advert has closed. In some cases, your application may be sent before the closing date if a sufficient number of applications are received.

We are unable to provide feedback on any application received by the organisation.

Job Description

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|------------------------|---|
| Job title: | Finance Administrator |
| Department: | Finance |
| Location: | Primarily office based (36 Park Street, Lincoln LN1 1UQ) |
| Hours of work: | 35 Hours |
| Contact: | Permanent |
| Responsible to: | Finance Manager |
| Job Purpose: | To provide support to the Finance Team and the rest of the organisation with the day-to-day operations of the Finance Department. |

This is an excellent opportunity for a financially minded candidate to progress within a growing organisation. Working in a small team with a high level of responsibility.

Key Responsibilities:

- Assisting with all aspects of the General Ledger.
- Preparation of sales invoices and posting of payments.
- Preparation and posting of purchase invoices.
- Setting up new customer and supplier accounts.
- Cash handling and preparation of daily banking documents.
- General filing, printing and photocopying.
- General financial administration and support.
- Assisting with general queries.
- Any other tasks that are deemed necessary.

Person Specification

| | | | | | | | |
|---|-----------|---|-----------|---|-------------|---|-----------|
| E | Essential | D | Desirable | A | Application | I | Interview |
|---|-----------|---|-----------|---|-------------|---|-----------|

Experience

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|---|---|-----|
| Experience of working in an office environment | E | A/I |
| Experience of using a finance software | E | A/I |
| Experience of working in a finance environment | D | A/I |
| Experience of using Exchequer accounting and payroll software | D | A/I |

Knowledge

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| Understanding and appreciation of the needs of older people and persons at risk | E | A/I |
| Excellent two-way communication skills with proven ability to communicate effectively both verbally and in writing and liaise effectively with people at all levels and from a variety of backgrounds | E | A/I |
| Good knowledge of Microsoft Office programs including Word and Excel | E | A/I |
| Good financial and analytical skills and experience | E | A/I |
| Awareness of the function of Age UK Lincoln & South Lincolnshire services and support | D | A/I |

Education & Qualifications

| | | |
|--|---|-----|
| Good standard of general education, including GCSE grade C or higher in Maths and English, or equivalent | E | A/I |
| AAT qualification or other recognised finance qualification | D | A/I |
| Evidence of training and ongoing development | D | A/I |

Personal Qualities

| | | |
|--|---|-----|
| Well-presented and business like | E | I |
| Professional with the ability to maintain confidentiality at all times | E | I |
| Ability to work effectively as part of a team, with the initiative to work alone when required | E | I |
| Approachable, empathetic, friendly and able to get on with others and be a strong team player | E | A/I |
| Willing to accept instruction and responsibility | E | A/I |
| Excellent organiser, proactive and a good time keeper | E | A/I |
| Flexible approach, enthusiastic and outgoing | E | A/I |
| Good local knowledge of services for older people | D | A/I |
| Commitment to providing a person-centred service. | D | A/I |

Additional Information

Probation Period

All employees are subject to a six-month probationary period.

DBS (Disclosure & Barring Service)

This post requires an enhanced DBS check (adult's barred list).

Conditions of Employment

- Receipt of two satisfactory references (one must be a professional reference from your current or most recent employer; neither may be related to you)
- Proof of your right to work in the UK (please visit <https://www.gov.uk/prove-right-to-work> to find out what documents we can accept as proof of identity)
- A satisfactory enhanced certificate issued by the Disclosure and Barring Service (please visit <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021#group-1-primary-identity-documents> to find out what documents we can accept as proof of identity)

To find out more about this role please email HR@ageuklsl.org.uk or call 0345 556 4144 and ask to speak to a member of the HR team.