

Senior 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

Job title:	Senior Finance Administrator
Department:	Finance Department
Location:	Primarily office based (36 Park Street, Lincoln LN1 1UQ)
Hours of work:	35 hours a week
Contact:	Permanent
Responsible to:	Finance Manager
Job purpose:	<p>To provide support to the Finance Team and the rest of the organisation with the day-to-day operations of the Finance Department. This includes providing direct support to the Finance Manager and to deputise in their absence.</p> <p>As part of the Finance Team, ensure that all information is accurate, complete and input in a timely manner. Support the Finance Manager to ensure that the financial accounts are reconciled on a regular basis and are complete and accurate.</p>

Key Responsibilities:

- Supporting the Finance Manager with the management of the finance department, finance team and all finance related processes.
- Deputise for the Finance Manager in their absence.
- Preparation and posting of sales invoices, ensuring that the invoice has been coded to the general ledger correctly and also that the correct VAT treatment is recorded.
- Posting sales payments and reconciling individual sales account.
- Reconciliation and maintenance of the sales ledger. Performing credit control where necessary, ensuring that debts are controlled in a sensitive and timely manner and the customer's account is clear and up to date.
- Performing regular control account reconciliations and investigate any differences.
- Calculate the year end bad debt provision and monitor the situation throughout the year.
- Preparing and presenting credit control reports to the Senior Management Team on a regular basis and liaising with colleagues to ensure the accurate collection of debts.
- Assisting with all aspects of the General Ledger and providing reports and reconciliations when necessary.
- Providing month end support to the Finance Manager.
- Providing year end support to the Finance Manager.
- Cash handling, card payments and transaction reconciling.
- General financial administration and support.
- Representing the finance department at departmental meetings and any other meetings as and when deemed necessary.
- Preparing and posting payments either by cheque, BACS or online.
- Cancel and close accounts in line with GDPR regulations.
- Create and reconcile the Response Recharge spreadsheet.

- Assisting with general queries.
- Carry out all other duties as reasonable requested by your Line Manager.

Person Specification

E	Essential	D	Desirable	A	Application	I	Interview
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Experience

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	E	A/I
Experience of using Exchequer accounting	D	A/I
Experience of Credit Control	E	A/I

Knowledge

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 cultural 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	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/ recognised finance qualification or QBE	E	A/I
Evidence of training and ongoing development	D	A/I

Personal Qualities

Professional with the ability to maintain confidentiality levels 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.