



**MANINPLACE**  
INNOVATE ACCOMMODATE MOTIVATE

## Job Description.

### Finance Administrator – Part Time

#### Context

Maninplace is a dynamic, busy charity and not for profit community interest company committed to providing safe and secure accommodation for people who present as rough living or homeless within the borough of Telford and Wrekin. Offering a variety of accommodation and support services tailored to the individual, Maninplace seeks to reduce a return to homelessness for anyone accessing its services.

As the Finance Administrator, you will play a pivotal role in ensuring solid financial governance occurs throughout the business, as well as maintaining financial records of all company transactions and providing performance reports to the company board of directors.

#### Hours of work

25 hours per week over five days, Mon – Fri 9am – 2pm

#### Salary

£12,025 per annum. Maninplace offers a work based pension scheme following successful 3 month probationary period.

#### Qualification & experience

Proven experience working within a finance administrative or accounting role, experience of accounting software such as Sage, Xero, advanced knowledge of MS Excel with the ability to create spreadsheets, charts and reports, qualification in finance and accounting at AAT level 3 or above.

#### Responsible to

Board of Directors

#### Location of work

Based at head office in Wellington, Shropshire.

#### Job Summary

- Administer and manage organisation cash flow providing forecast reports to the board
- Maintain a well organised and concise cashbook detailing financial activities across all areas of the organisation
- Reconcile all company banking accounts against in house records
- To manage dedicated funds that will support the organisation's activities

- To administer, in conjunction with the HR department, the monthly payroll requirements and report to organisation's payroll company
- Identify and address any accounting discrepancies in a prompt manner
- To produce regular reports detailing financial activities of the organisation and performance against budgets
- Liaise with contractors, suppliers and third party organisations ensuring all financial obligations are met and administered accurately.

## Duties & responsibilities

### Daily activities.

1. Monitor all company bank accounts
2. Reconcile bank accounts against in house records
3. Input all financial data onto Xero accounting system ensuring accuracy throughout
4. Provide company directors with clear and concise cash flow reports showing current months' activities alongside a forecast for the coming month
5. To attend monthly finance meetings with the board of directors
6. Reconcile all supplier and contractor statements and pay all creditors in a timely and accurate manner
7. Record cash received from hub offices reconciling against cash sheets supplied
8. Regular banking of cash ensuring an accurate float is maintained at head office and hub offices
9. Liaise with Customer Account Controller regarding the income and processing of Housing Benefit payments from the local authority
10. Monitor income against expenditure for each cost centre reporting areas of concern to the board of directors
11. Report variants of income against expenditure to board of directors on a regular basis
12. Produce and publish quarterly management accounts to the board of directors, explain and resolve an resulting queries
13. In conjunction with HR, administer monthly payroll requirements and supply company accountants with details necessary for HMRC obligations and wage slip publication
14. Produce draft annual budget based on previous financial year expenditures in conjunction with the board of directors

### Abilities required

1. Be able to work in an organised and structured fashion
2. The ability to pay attention to detail in all aspects of the role
3. Have a strong understanding of financial record keeping
4. To have an understanding of the organisation's activities and objectives, and how the finance department support those activates
5. An ability to focus and work as an individual, but also as part of a team
6. To be able to report in a clear and concise manner on all areas of the role
7. Be able to use Xero accounting software, or similar package
8. Able to use MS Excel to produce and publish required reports and records
9. Have the ability to meet targets and deadlines
10. Be able to communicate well with staff and external contacts
11. To be able to support team leaders and staff in areas of financial control at hub offices
12. Be able to play a pivotal role in the financial control of Maninplace's activities, ensuring strong financial governance is adhered to at all times

## Person specifications

Skills & Experience	Essential	Desirable
1. Experience of working in a financial control environment	X	
2. Proven ability to work alone or as part of a team	X	
3. Experience of using accounting software packages such as Sage, Xero or QuickBooks	X	
4. Qualifications in accounting and financial control at AAT level 3 and above	X	
5. Proven experience of using Microsoft Excel at advanced level	X	
6. Experience of report writing and publication		X
7. Experience of producing performance against budget reports	X	
8. Proven ability to produce end of year accounts that meet the requirements of Companies House, Charity Commission and HMRC		X
9. Proven experience of working and manage third party financial contractual obligations	X	
10. Demonstrate an ability to liaise with company directors in all areas of financial reporting and governance	X	
11. A proven ability to manage working time effectively, ensuring targets and deadlines are met at all levels	X	
12. Experience of administering payroll	X	
13. Proven experience of maintaining a concise and clear cashbook	X	
14. A proven ability to reconcile bank accounts and company records	X	
15. An understanding of homelessness in the local area, and how it impacts individuals		X
16. An understanding of the national response to homelessness and causation factors		X
17. Knowledge of vulnerable adults and their support needs, and how Maninplace responds		X
18. A commitment to work to all Maninplace policies and procedures	X	
19. To have an understanding of the Housing Benefit system and how it funds Maninplace activities		X