Finance & Administration Officer

Job Description and Person Specification

Responsible to	Chief Executive Officer
Salary	£25,980 to £28,121 per annum
Hours	35
Location	Sheffield
Contract	Permanent

Job Purpose

The Finance & Administration Officer will provide high-quality day-to-day financial and administrative support across SCCCC.

The postholder will be responsible for maintaining accurate financial records, processing routine financial transactions, supporting payroll and financial reporting, and ensuring that effective administrative systems are maintained.

Working closely with the Chief Executive and colleagues across the organisation, the role will ensure that financial and administrative information is accurate, well organised and available when required.

Key Responsibilities

Finance

- Maintain accurate and up-to-date financial records using the organisation's accounting systems.
- Process purchase invoices, supplier payments and other expenditure in accordance with agreed procedures and financial controls.
- Raise sales invoices and maintain accurate records of income due and received.
- Undertake regular bank reconciliations, identifying and investigating discrepancies.
- Accurately record and code income and expenditure against appropriate projects, grants and cost centres.
- Maintain appropriate supporting documentation and clear audit trails for financial transactions.
- Assist with routine budget monitoring by providing accurate information on expenditure and income against agreed budgets.
- Prepare routine financial information and reports for the Chief Executive and other colleagues as required.
- Prepare and check payroll information for submission to the organisation's external payroll or accountancy provider.
- Maintain accurate records of payroll changes, pensions and other relevant payroll information.
- Support routine month-end and year-end processes by ensuring records are accurate, complete and available to the organisation's accountants.
- Provide information and supporting documentation required by accountants, auditors, funders and other professional advisers.
- Respond to routine financial queries from colleagues, suppliers and other stakeholders.
- Support the implementation and operation of effective financial procedures and internal controls.

Administration

- Provide efficient administrative support to the Chief Executive and wider organisation.
- Maintain effective electronic filing, record-management and administrative systems.
- Prepare correspondence, documents, spreadsheets and routine reports.
- Support the administration of meetings, including preparing and circulating documentation and maintaining records of agreed actions where required.
- Maintain accurate organisational records and databases.
- Coordinate routine office administration and respond to administrative enquiries.
- Support purchasing, ordering and supplier administration.
- Help maintain effective systems for contracts, records and organisational documentation.
- Identify opportunities to improve the efficiency of routine financial and administrative processes.
- Provide general administrative support to colleagues where appropriate.

General Responsibilities

- Maintain appropriate confidentiality when working with financial, employee, supplier and organisational information.
- Work in accordance with SCCCC policies, procedures and financial controls.
- Develop positive working relationships with colleagues, suppliers and external partners.
- Contribute positively to the values, aims and work of SCCCC.
- Undertake other reasonable duties appropriate to the level and nature of the post.

Person Specification

Essential

Qualifications

- AAT Level 3 qualified, or currently studying towards Level 3 with substantial relevant practical experience.
- Good standard of general education, including English and Maths.

Experience

- Relevant practical experience in a finance, accounts or finance administration role.
- Experience of processing invoices, payments and other financial transactions.
- Experience of undertaking bank reconciliations and maintaining accurate financial records.
- Experience of using accounting or finance software.
- Strong experience of providing administrative support in a busy working environment.
- Experience of maintaining effective records and administrative systems.
- Good working knowledge of Microsoft Office, particularly Excel, Word and Outlook.

Knowledge and Skills

- Sound understanding of day-to-day bookkeeping and accounting processes.
- Confident and accurate when working with numbers and financial information.
- Good Excel and spreadsheet skills.
- Strong administrative and organisational skills.
- Excellent attention to detail and accuracy.
- Ability to organise and prioritise workloads and meet deadlines.
- Ability to identify discrepancies and resolve routine financial and administrative problems.

- Good written and verbal communication skills.
- Ability to explain routine financial information clearly to colleagues.
- Ability to work independently within agreed procedures while recognising when issues should be escalated.
- Ability to handle confidential and sensitive information appropriately.
- A practical and organised approach to work.

Desirable

- Experience of working within a charity, voluntary-sector or not-for-profit organisation.
- Experience of recording expenditure against restricted grants, projects or different funding streams.
- Experience of preparing information for payroll processing.
- Experience of supporting budget monitoring and month-end processes.
- Experience of working with external accountants or auditors.

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SCCCC | Sheffield

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Reporting to: Chief Executive Officer

Are you confident with numbers, organised and ready to bring your finance and administration skills to SCCCC?

We are looking for a Finance & Administration Officer to keep our day-to-day finances accurate and our administrative systems running smoothly. Working closely with the Chief Executive and colleagues across the organisation, you will provide reliable financial information and practical support that helps the team get on with its work.

About the role

This is a hands-on role combining bookkeeping, financial administration and wider office support. You will:

- Maintain accurate financial records, process invoices and payments, and reconcile bank accounts.
- Record income and expenditure against projects, grants and cost centres, keeping clear supporting documentation and audit trails.
- Support budget monitoring and prepare routine financial reports.
- Prepare and check information for external payroll processing, maintaining payroll and pension records.
- Support month-end and year-end processes and provide information for accountants, auditors and funders.
- Help with correspondence, meeting administration, purchasing, databases and organisational records.
- Respond to routine queries and help improve financial and administrative processes.

About you

You will be AAT Level 3 qualified, or currently studying towards Level 3 with substantial relevant practical experience. You will also bring:

- Practical experience in finance or accounts administration, including processing transactions, bank reconciliations and maintaining accurate records.
- Experience of accounting software and a sound understanding of day-to-day bookkeeping.
- Strong administrative experience, good Excel skills and working knowledge of Word and Outlook.
- A good standard of general education, including English and Maths.
- Excellent attention to detail, strong organisational skills and the ability to prioritise work and meet deadlines.
- Clear communication skills, a practical approach to resolving routine queries and the judgement to recognise when to escalate an issue.
- The ability to work independently within agreed procedures and handle confidential information appropriately.

Experience in a charity, voluntary-sector or not-for-profit organisation would be welcome, as would experience of restricted grants, payroll preparation, budget monitoring, month-end processes or working with external accountants and auditors.

If you enjoy combining accurate financial work with practical administrative support, we would like to hear from you.