

Job Specification:
Financial Administrator
13 days /month | based remotely + at Pools



Role	Financial Administrator
Reporting to	General Manager
Direct reports	N/A
Location (e.g. Pools or remote working)	A combination of remote working and at the Pools, Faversham
Position type (e.g. full time, part time, job share)	Part Time - 13 days per month
Level / Salary range	Up to a maximum of £25,000 per annum pro rata, depending on experience. Nest pension scheme.
Job purpose and objective (why does this role exist?)	
To ensure the effective operation of Pools financial accounting, payroll and budgetary control functions, and oversee the use of other IT systems at the Pools.	
Context of the role	
The role will work closely with the Pools General Manager and will act as financial adviser to the Board of Trustees.	
Accountabilities and responsibilities	
<ul style="list-style-type: none"> ● Recording of all accounting entries ● Preparation of final accounts ● Preparation of draft budget ● Support the preparation of the draft business plan ● Payroll preparation ● Dealing with HMRC, Companies House + Charity Commission ● Dealing with auditors ● Introducing and operating a computerised accounting and banking system ● Implement an online booking system for pool hires and swimming lessons ● Generating and circulating weekly and monthly financial reports ● Any other duties that may reasonably be expected of the role. 	
Knowledge, skills and competencies required	
<p>Essential</p> <ul style="list-style-type: none"> ● High level of numeracy ● Excellent personal organisation skills ● Familiarity with computerised accounting packages ● Strong IT skills ● Good communication skills 	

Desirable

- Educated to Accounting Technician level 2 or similar level
- Familiarity with Sage Payroll
- Experience of keeping a purchase and sales ledger
- Experience of budget preparation

Reporting lines and key relationships

The post will report to the General Manager. The post will also be required to advise the Board on all matters relating to the Finance and aspects of the IT function.

This job specification was last reviewed in:

April 2021