

Finance Administrator Headway Northampton

Salary: Negotiable dependant on experience. Self-employed individuals considered.
Working hours: Up to 10 hours per week – working hours and days negotiable.

Main Responsibilities

- Work closely with the Manager, book keeper and accountant.
- Record all incoming cheques, BACS payments and standing orders.
- Record all outgoing cheques and debit card payments.
- Inform manager of all income and outgoings using spreadsheets and day books.
- Take responsibility for Gift Aid.
- Utilities and supplies.
- Responsibility for invoicing. Handling and inputting invoices through inhouse electronic systems. Ensuring invoices are sent on time and in accordance with policies and procedures.
- Involvement in petty cash and ensure reconciliations are completed on a weekly basis.
- Outstanding attention to detail with an ability to update and maintain spreadsheets for accounting purposes.
- Professionally answer relevant enquiries and chase up money owed when required.
- Support in the preparation of budgets, end of year accounts and trustees annual accounts.
- Monitor financial risks and support in maintaining strong internal controls.
- To maintain computerised financial records in order to provide accurate and up to date records and reports as required.

Person Specification

Headway Northampton supports brain injured people and their families in Northampton. We are in looking for looking for an enthusiastic, motivated and reliable finance administrator.

This is a key role, and the successful candidate must have proven experience of budgeting and financial record keeping, as well as personnel administration. The individual must be able to excel under pressure and work efficiently as a member of a small team.

Experience of accounting, invoicing, creating budgets and maintaining financial reports is essential. Experience in non-profit organisations and charities is desirable. The successful candidate must be aware of equality and diversity issues, particularly in relation to the needs of our service users.

The successful candidate must also have proven professional integrity and a commitment to their role.

Applications for this role can be made in the form of CV and covering letter sent electronically to margot@headwaynorthampton.org.uk or by post to Headway Northampton, Heathfield Way, Kings Heath, Northampton, NN5 7QP.

Please contact Margot Basketfield (Manager) if you wish to discuss the role in more detail.

Full job description available on request.

Closing date for applications: when sufficient applications have been received.

Interview date: TBC

No agencies please.

