

Nuffield Foundation

Finance Administrator

Contract: Permanent

Location: 28 Bedford Square, London

Hours: 35 per week

Salary: circa £26,000 per annum depending on experience

The Nuffield Foundation is a charitable Trust committed to improving social well-being by funding research and innovation projects in education and social policy. Financially and politically independent, we have an annual expenditure of c £11 million.

We are seeking an experienced Finance Administrator who will be supporting Finance department with finance processes and procedures. The main aim of the role is to process the invoice payments, reconcile bank transactions as well as supporting the Financial Controller with preparing and checking various financial processes.

The role requires a confident individual who can provide comprehensive support to our finance processes.

Duties will include:

- Effectively dealing with invoice/payment queries, assisting in their prompt resolution
- Processing payments; to include BACS, cheques and cash
- Reconciling bank transactions back to the Foundation's records
- Supporting payroll processes and processing expenses claims
- Supporting the Financial Controller to set up user accounts in the finance system and train users
- Keeping accurate financial records using office software
- Supporting the Financial Controller with preparing and checking financial accounts and information for audits
- Monitoring bank accounts and matching payments
- General office administrative duties, eg filing bank statements
- Preparing reports and other financial information as requested or in-line with department schedules

Qualifications:

- AAT or above

Skills and Knowledge:

- Able to communicate well with people at all levels
- Confidence and familiarity with spreadsheets and accounting principles and practices
- Knowledge of Data Security and Protection
- Strong attention to detail and able to produce work with a high level of accuracy

To apply, please send your CV together with a covering letter to recruitment@nuffieldfoundation.org to reach us by Monday 27 August 2018.

Interviews are expected to be held on Wednesday 29 August 2018.

No Agencies



JOB DESCRIPTION			
Job title	Finance Administrator	Department	Central
Job holder	Vacant	Reports to	Financial Controller
Job type	Permanent, Full-Time	Date created/amended	August 2018
Job aim	To effectively create, maintain and monitor accurate financial controls across the entire ledger range. Working to strict deadlines to input and process a range of invoices, payments, statements and all other finance related articles. Work with and support team members in day to day activities and actively promote team working and relationships for the wider business.		
1. Responsibilities, including but not limited to:			
	<ul style="list-style-type: none"> • Processing invoice payments for suppliers and grant recipients on a daily/weekly/monthly basis • Generate invoices for income owed and follow up through to receipt of payment • Effectively dealing with invoice/payment queries, assisting in their prompt resolution • Processing payments; to include BACS, cheques and cash • Reconciling bank transactions back to Foundation records • Supporting payroll processes and processing expenses claims • Support the Financial Controller to set up user accounts in the finance system and train users • Administration of the investment portfolio, in particular transactions in support of private equity investments, under the oversight of the Investment Director and the Financial Controller • Operate the cash flow monitoring processes and movement of funds between holdings • Operating the petty cash, cheque and credit card processes • Operating, and supporting improvements to, agreed control procedures under the direction of the Financial Controller • Keeping accurate financial records using office software • Supporting the Financial Controller with preparing and checking financial accounts and information for audit • Monitoring bank accounts and matching payments • General office administrative duties, eg filing bank statements • Preparing reports and other financial information as requested or in-line with department schedules 		
2. Team Work			
	<ul style="list-style-type: none"> • Working with the Financial Controller and Grants Finance Partner 		
Person specification: Finance Administrator			Essential (E), Highly Desirable (HD)

Experience	
▪ Experience of providing administration to accounting teams across a wide finance remit	E
▪ Experience of working in a NFP or ideally grants making organisation	D
▪ Experience of maintaining database systems and Sharepoint systems	D
▪ Experience of purchase ledger and sales invoicing systems	E
▪ Experience of managing petty cash	D
▪ Experience of consistently and accurately processing high volumes of invoicing	E
Knowledge and Skills	
▪ Able to communicate well with people at all levels	E
▪ IT literate, confident with interrogating systems	E
▪ Good problem solving skills and willingness to accept responsibility	D
▪ Strong attention to detail and able to produce work with a high level of accuracy	E
▪ Ability to organise work and prioritise workload	E
▪ Ability to handle interruptions well and maintain good relationships with users and stakeholders at all times	E
▪ Confidence and familiarity with spreadsheets and accounting principles and practices	E
▪ Knowledge of Data Security and Protection	E
Personal Qualities	
▪ Excellent team working skills	E
▪ Ability to work under pressure	E
▪ Proactive ability to use initiative and work independently	E
▪ An interest in learning new things	HD
Qualifications	
▪ AAT or above	HD
Special Job Requirements	
▪ Ability to deal with matters in a confidential manner	E