

**Society of the Sacred Mission**  
**Financial Administrator**  
**Job Profile**

**Job Title:** Financial Administrator

**Location:** St Antony's Priory Durham

**Accountable to:** Trustee Responsible for Control of the Society's day to day Finances

- Responsible for:**
- 1. Accounting Transactions**
    - (i) Accurate posting of all accounts-related transactions to the General ledger, Purchase ledger and Sales Ledger where necessary.
    - (ii) Ensure that all transactions are allocated to the correct fund accounts as required by the Charities SORP.
    - (iii) Scrutinise the accounting system day books on a weekly basis to verify transaction postings and correct errors.
  
  - 2. Bank Accounts & Cash Flow**
    - (i) Reconcile all bank accounts with general ledger controls at least monthly.
    - (ii) Make payments via the on-line banking system and monitor debit / credit card payments.
    - (iii) Ensure that prior to processing all payments have been approved and verified in accordance with the internal financial control manual.
    - (iv) Monitor cash flow and identify potential shortfalls in advance.
    - (v) Maintain petty cash records as required
  
  - 3. Reporting**
    - (i) Run system generated reports as required in order to verify the accuracy of the accounting records.
    - (ii) Run and verify the accuracy of the system Trial Balance at least monthly before preparation of any management reports.
    - (iii) Ensure an accurate audit trial of all transactions is available at all times
    - (iv) Produce periodic management accounts in the formats required.
    - (v) Produce ad hoc reports for management using Microsoft Office software as required.
    - (vi) Immediately report suspicious or potential fraudulent transactions
  
  - 4. Budgets**
    - (i) Input agreed operating budgets to the accounting system facilitate budgetary control.
    - (ii) Produce periodic management reports comparing actual against budget operating income and expenditure.
    - (i) Report significant variances against budget at least quarterly.

**5. Year End Accounts**

- (i) Run draft financial year end accounts in Charity SORP format prior to external audit.
- (ii) Ensure all system generated supporting documents and reports are available prior to audit.

**6. Payroll**

- (i) Ability to administer a small payroll system

**7. General**

- (i) Such other accounting related duties as may be agreed with Financial Administrator from time to time.

**Key Relationships** SSM Trustee Finance Sub Committee  
SSM Finance Sub Committee Trustee with day to day responsibility for Financial Control.  
St Antony's Priory Director  
Administrative Staff  
External advisers and contractors

**Skills & Professional Knowledge**

- (i) Working knowledge of Sage Accounting Systems
- (ii) Competent in the use of Microsoft packages
- (iii) Good working knowledge of web based I.T. systems
- (iv) Demonstrate an understanding of basic charity financial management and reporting.
- (v) Ability to prepare budgets and cash flow statements.
- (vi) Ability to communicate clearly orally and in writing at all levels both inside and outside the organisation
- (vii) Able to manage a varied work load efficiently and with minimum supervision.
- (viii) Able to meet deadlines
- (ix) Establish and maintain good working relationships with colleagues and other contacts
- (x) Possess a recognised accounting qualification

**Personal Attributes**

- (i) Integrity
- (ii) Understanding of confidential issues and the need for discretion.
- (iii) Sympathetic to the needs of others
- (iv) Open to learning and change
- (v) Good effective interpersonal skills
- (vi) Sympathetic to the aims and culture of SSM

7<sup>th</sup> December 2018