



**VOLUNTARY ACTION
MERTHYR TYDFIL
GWEITHREDU GWIRFODDOL
MERTHYR TUDFUL**

VOLUNTARY ACTION MERTHYR TYDFIL

JOB DESCRIPTION

Title:	Finance Support Officer
Accountable to:	Business & Finance Manager
Salary:	£17940 (actual)
Hours:	30 per week
Term:	Fixed until 30.06.22
Location:	Merthyr Tydfil

Role Purpose:

To take responsibility for payroll, debtors and creditors. To assist the Business & Finance Manager with administration tasks, premises issues and financial activities.

Main Responsibilities

- Responsibility for completing the payroll and Tax/NI returns to the Inland Revenue for the organisation
- Administering the organisations pension scheme
- Be responsible for the accurate and timely recording of income and expenditure on the SAGE accounts system
- Issuing invoices for fees or payments owed to the organisation and chasing outstanding debts
- Maintain VAMT's finance contracts
- Managing petty cash and routine receipts and payments of money
- Ensuring that incoming invoices are paid promptly
- Provide member organisations with advice on simple book-keeping
- Assisting member organisations with preparing simple balance sheets at their end of year
- Assisting the Business & Finance Manager with VAMT Premises

	<ul style="list-style-type: none"> • Assisting the Business & Finance Manager to complete statistical and financial returns to funders • Assisting the Business & Finance Manager with Health and Safety Requirements • Making sure that the office is open at regular times • Provide a reception service, greeting visitors and resolving basic queries, and take messages when team members are not available • Ensuring office diaries are kept up to date and ensure meeting rooms are prepared for clients
<p>Other</p>	<ul style="list-style-type: none"> • Attending and making good use of supervision • Deputise for other staff when necessary and appropriate • Undertaking training as required • Be prepared to work during evenings and at weekends from time to time (A flexi time system is in place) • Participate in internal working groups to further VAMT's organisational development • Undertaking other duties which are not detailed in this job description, but which meet VAMT's aims to assist and support the work of the voluntary sector in Merthyr Tydfil.

PERSON SPECIFICATION

Finance Support Officer

<p>Qualifications skills and experience</p>	<p>Essential:</p> <ul style="list-style-type: none"> • 3 GCSE's including Mathematics • Working knowledge of SAGE Accounts & Payroll • A positive can do approach • Two years direct experience in an office environment • Working knowledge of petty cash systems, SAGE Accounts and SAGE Payroll • Excellent written and verbal communication skills • Excellent administrative and IT skills • Working knowledge of Microsoft Office • Ability to plan own workload and meet deadlines • Motivated and well organised • Be able to ensure confidentiality where appropriate <p>Desirable:</p> <ul style="list-style-type: none"> • Charity Accounting experience • Ability to communicate in Welsh
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Works co-operatively with others to get things done, willingly giving help and support to colleagues • Acts with integrity • Takes ownership for resolving problems, demonstrating courage and resilience • Positive about change, adapting to different ways of working • Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge • Is approachable, developing positive working relationships and good team spirit • Knowledge, understanding and commitment to equality, diversity and inclusion • A commitment to being an ambassador for the voluntary and community sector.

The contents of this document will be subject to review from time to time in consultation with the post holder. Job descriptions may be amended to reflect and record such changes.