



JOB DESCRIPTION: Finance Administrator

Our Aim

Liberty Group is a group of three organisations devoted to improving the lives of society's most vulnerable and needy individuals, supporting them to achieve the most in their lives. Liberty Training, Ohana Homes and Liberty for All CIC each deliver an optimum service to help young people achieve their full potential and make a positive impact on society through our nurturing and supportive education and residential services.

Your Role

Liberty College require a highly competent, experienced and dedicated **Finance Administrator** to support the efficient operation of the finance function across the Liberty Group.

You will be working with our Business Manager to keep accurate financial records, as well as interacting with our learners, their parents, other organisations and professionals in an exciting and busy environment where no two days are the same!

Your responsibilities and duties will be varied, supporting Business Manager with finance administration including bookkeeping using an electronic cloud-based system, verifying transactions via online banking, processing cash and card payments from the canteen and creating cash flow forecasts and management accounts.

The Finance Administrator is responsible for supporting the efficient operation of the finance function across Liberty Group, ensuring accurate financial administration, compliance with financial procedures, and providing high-quality support to staff, learners, parents, suppliers and funding bodies..

Hours: Monday to Friday 8.30am - 4.30pm, with a 30-minute unpaid lunch break each day. This is a full-time post. You may be required to work additional hours when authorised and as necessitated by the needs of the business.

Requirements

You will:

- Be highly organised and efficient.
- Be friendly and approachable with a welcoming and professional manner.
- Be committed, enthusiastic and proactive.
- Be highly motivated and have the ability to work well under pressure.
- Be reliable, flexible, and adaptable with the ability to multi-task.
- Be positive, with a 'glass half full' attitude.
- Be able to work well autonomously on own initiative with a keen eye for detail.
- Be able to demonstrate the ability to work effectively and contribute positively within a team environment.
- Be fully competent in the use of IT packages, with experience of using Microsoft Office and electronic bookkeeping systems.
- Have excellent verbal and written communication skills.
- Have excellent interpersonal skills with a good sense of humour.



Responsibilities

Finance Administration

- Process purchase invoices, ensuring appropriate authorisation has been obtained and financial procedures are followed.
- Prepare and process supplier payments in accordance with agreed payment terms.
- Reconcile bank accounts and investigate any discrepancies promptly.
- Process daily banking transactions and maintain accurate banking records.
- Allocate income and expenditure to the appropriate nominal ledger codes and cost centres.
- Maintain accurate electronic and paper financial records, ensuring all supporting documentation is retained in accordance with organisational procedures.
- Process cash, card and online income, including daily reconciliation of The Grub Hub income.
- Prepare banking documentation and cash deposits where required.
- Maintain petty cash records and undertake regular reconciliations.
- Monitor corporate credit card expenditure, ensuring receipts are obtained, reconciled and recorded in accordance with financial procedures.
- Process staff expense claims and learner travel reimbursements, ensuring compliance with organisational policies.
- Assist with the administration of learner bursaries, Free School Meals funding and charitable grants, including processing applications, maintaining records and preparing payments.
- Calculate learner contributions and bursary allocations for educational visits, trips and activities.
- Process purchase requisitions and resource requests, preparing documentation for approval and purchasing.
- Support the monthly payroll.
- Assist with month-end and year-end financial procedures, including reconciliations and preparation of supporting documentation.
- Assist in maintaining the Fixed Asset Register and undertake periodic asset reconciliations where required.
- Support budget monitoring by maintaining accurate financial records and providing information for management reports.
- Assist in preparing information required for internal and external audits and funding assurance reviews.
- Ensure all financial transactions comply with the organisation's Financial Regulations, procurement procedures, audit requirements and internal controls.
- Liaise professionally with suppliers, learners, parents, Local Authorities and funding bodies to resolve finance-related queries.
- Maintain confidentiality of all financial and personal information in accordance with GDPR and organisational policies.
- Undertake any other finance duties appropriate to the post as requested by the Finance and Business Manager or Directors.

Other Duties

- Provide excellent customer service to learners, parents, staff and visitors.
- Maintain confidentiality at all times.
- Work professionally and collaboratively with colleagues.
- Promote equality, diversity and inclusion.
- Support safeguarding and promote the welfare of children and young people.
- Comply with all Health and Safety requirements.



- Follow organisational policies and procedures.
- Maintain accurate electronic and paper records.
- Participate in mandatory training.
- Take responsibility for their own professional development.
- Undertake any other duties appropriate of the post as requested by the Finance and Business Manager or Directors.

The Finance Administrator will be required to safeguard and promote the welfare of children and young people and follow the organisation's policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Finance Administrator will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the directors.

Disclosure and Barring Service (DBS) Checks

The Disclosure and Barring Service (DBS- formerly CRB) helps employers make safer recruitment decisions. A number of roles, especially those involving children or vulnerable adults, are subject to a criminal record check. All job offers are subject to successful DBS checks, an individual not being listed on the POVA register and are subject to a final offer of employment being made by Liberty.

PERSONAL SPECIFICATION: Finance Administrator

Skills and qualities	Essential	Desirable
Excellent communication skills and interpersonal skills	✓	
Excellent mastery of English language, written and oral	✓	
Excellent typing skills	✓	
Excellent IT skills including Microsoft Office packages	✓	
Ability to work on own initiative and demonstrate the ability to organise own workload and set priorities	✓	
Ability to work accurately and to targets set	✓	
Excellent problem solving and organisational skills	✓	
Ability and willingness to work as part of a team and under instruction of the directors	✓	
Ability to deal politely and effectively with members of the public, learners, their families, other professionals and other members of staff	✓	
Highly competent, highly efficient, diligent and hardworking	✓	
Proactive, personable and enthusiastic	✓	
Organised with excellent time management skills, able to work to deadlines	✓	
Flexible and adaptable	✓	
Motivated, knowledgeable and experienced	✓	
Friendly and approachable	✓	
Professional and well presented	✓	
Qualifications and experience	Essential	Desirable
Educated at least to level 2 and to have English and Maths at level 2 or equivalent	✓	



At least 2 years' experience in a similar role	✓	
Experience in finance administration	✓	
Experience in the education sector		✓
Understanding and knowledge	Essential	Desirable
A respectful attitude to differences and an understanding of equality and diversity	✓	
Knowledge and understanding of confidentiality and its importance in this type of work	✓	
Personal Attributes	Essential	Desirable
Commitment to promoting good practice and adhering to the company ethos	✓	
Well-presented and a positive role model	✓	
Positive, 'glass half full' attitude	✓	
Commitment to personal development through supervision, appraisal and training	✓	
Car owner and driver		✓

Notes:

This job description may be amended at any time in consultation with the postholder.

Director/Line Manager's signature:

Print:

Date:

Postholder's signature:

Print:

Date:
