

**Job Title**: Finance Administrator

**Department:** Finance

**Reports to:** Principal Financial Accountant

**Direct Reports:** N/A

**Grade:** CA3

**Main purpose of the job**

To provide transactional and administrative support to the Finance team.

**Responsibilities**

**Specific**

* To assist the Purchase Ledger Supervisor in the daily operation of the Accounts Payable:
  + Transaction processing – three way match of invoices (to Purchase Order and receipt) and to ensure cheque requisitions are appropriately accounted for in a timely manner.
  + Supplier settlement – ensuring that payments are correctly processed through weekly BACS payment runs and processing of CHAPS/Faster Payment.
* To check and process Employee Expense claims in line with the Expenses Policy.
* To check and process Government Procurement Card (GPC) Expenses in line with the GPC Policy.
* To provide any ad-hoc administrative support within the Finance team.
* To provide cover during periods of absence/holidays with colleagues.

**General**

* To act in accordance with the behaviours and values of the organisation
* To manage your own performance to be accountable for meeting individual, team and corporate objectives
* To act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds
* To actively demonstrate the Coal Authority’s customer service standards expected of your role
* To comply with and contribute to the improvement of operational and team processes and procedures
* To assist with the preparation and execution of the team’s objectives, budgets and financial records
* To identify opportunities and implement change leading to team development, system improvement and good value for money
* To maintain and develop positive stakeholder relationships in order to promote the Authority and assist it to meet its objectives
* To support research and development projects
* To ensure that the Authority’s statutory responsibilities are effectively discharged
* To carry out any further reasonable requests from your line manager

**Competencies Level**

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| **Seeing the bigger picture** - has an in-depth understanding and knowledge of how the role fits with and supports The Coal Authority’s business priorities | **1** |
| **Changing and improving** - responsive, innovative and seek out opportunities for continuous improvement | **1** |
| **Making effective decisions** - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner | **1** |
| **Leading and communicating** - leads from the front and communicates with clarity, conviction and enthusiasm | **1** |
| **Collaborating and partnering** - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside The Coal Authority, to achieve results | **1** |
| **Building capability for all** - has a strong focus on continuous learning for self, others and the organisation | **1** |
| **Achieving commercial outcomes** - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth | **1** |
| **Delivering good value for money** - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment | **1** |
| **Managing a quality service** - plans, organises and manages their time and activities to deliver a high-quality customer experience | **1** |
| **Delivering at pace** - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes | **1** |

**Person specification**

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| **Job Title:** Finance Administrator **Department: Finance** | | |
|  | **Essential** | **Desirable** |
| **Qualifications and Training** | * (No minimum qualification set if candidate can demonstrate relevant experience required for the role) | * GCSEs at Grade C and above to include English and Maths |
| **Experience and Knowledge** | * Previous experience in an Finance administrative role * Experience of using Microsoft Office products | * 2 years + in Finance administrative role |
| **Skills and Abilities** | * Good communication, interpersonal and telephone skills * Ability to work as part of a team * Ability to work to tight deadlines * Ability to prioritise tasks * Have an eye for detail * Ability to process a high volume of transactions with minimal mistakes |  |

     