

## Job Description

### Financial Administrator

**REPORTS TO:** Financial Controller

**Overall Job Purpose:**

The Financial Administrator provides essential administrative support to the Financial Controller to ensure the smooth and efficient running of the organisation's finance processes. This is a developmental role and there is full scope to build on knowledge in all areas of accounting and this role will come with full study support if required.

**Main Accountabilities and Duties:**

- Support the bank reconciliation process for all four Ivor King companies, ensuring Sage entries align accurately with bank statements.
- Raise monthly rental invoices for IK Properties and Haunchwood Properties.
- Collect data for the monthly Management Pack and produce the associated reporting sheet.
- Match delivery notes to invoices and accurately input invoices into the finance system.
- Create purchase orders and complete all related administrative tasks.
- Prepare the first draft of supplier statement reconciliations.
- Assist with preparations and information collation for annual audit processes.
- Processing of statements and associated administration.
- Maintain organised and up-to-date filing systems for invoices and financial documents.
- Provide support to the wider finance team during busy periods or staff absences.
- Undertake any additional financial administration tasks as directed by the Financial Controller.

**Key Skills, Qualifications and Experience:**

- Excellent written and verbal communication skills
- General Office administration skills
- Knowledge and experience of Microsoft Office including Excel and Word
- The ability to work accurately, with excellent attention to detail
- Self-motivated with an interest in learning and developing in the role
- Strong team player with willingness to share knowledge
- Well organised, reliable and focused
- Ability to prioritise work to meet deadlines with good time management skills
- Willingness to study AAT to compliment responsibilities

**Hours and Environment:**

The role is office-based working at our Head office in Galley Common, Nuneaton. The hours are Monday to Friday 8.30am to 5.00pm. However, some reasonable flexibility outside of these hours may occasionally be required. Minimum 40 hrs per week / to meet the needs of the business.

<b>For completion by Role Holder to confirm receipt and acceptance:</b>	
Signed:	
Name:	
Date:	