

<b>Job Title:</b>	Finance administrator
<b>Department:</b>	Finance and compliance
<b>Work Hours:</b>	Part-time, 25 hours per week
<b>Reporting To:</b>	Finance and compliance manager
<b>Responsible For:</b>	Accurately processing financial transactions and providing general office administrative support
<b>Salary:</b>	£25,119 - £29,770 pro rata, dependent on experience

### Role profile

<b>Primary objectives of the role</b>
The finance administrator plays a key role in ensuring that all financial transactions are processed accurately and on time, while also providing essential administration to the supported housing and fundraising & communications functions. In this role, you will be responsible for managing both the purchase and sales ledgers using Xero, as well as maintaining a range of tracking spreadsheets to support effective financial controls.
<b>Our mission:</b>
Ending homelessness for people in Swindon by providing a safe place to live, personalised support and a pathway to independence.
<b>Our purpose and values:</b>
<p>We end homelessness in Swindon by providing:</p> <ul style="list-style-type: none"> <li>• A safe place to live</li> <li>• A personalised support plan to work towards a positive future</li> <li>• A pathway to independence</li> </ul> <p>Our values guide interactions and decision-making throughout Threshold</p> <ul style="list-style-type: none"> <li>• Collaboration - working together to achieve the best outcomes</li> <li>• Integrity - acting with honesty, transparency and accountability</li> <li>• Compassion - listening to people's needs and acting with empathy</li> <li>• Quality - striving for excellence in all we do</li> </ul>
<b>Key duties:</b>
<p><b>Financial support</b></p> <ul style="list-style-type: none"> <li>• Maintain and manage the purchase ledger, ensuring all invoices are accurately recorded and processed in a timely manner</li> <li>• Weekly payment runs</li> <li>• Generate sales invoices and ensure the timely, accurate recording of all receipts</li> <li>• Prepare monthly statements</li> <li>• Manage spreadsheets monitoring rental income, services charges and voids</li> <li>• Banking</li> </ul>

**Administration support**

- Answering the phone
- Keeping accurate records of service and utility contracts
- Collecting post
- Ordering stationery and supplies
- Filing/other administrative duties

**Person specification:****Essential skills & attributes**

- Proven experience in a similar role, particularly within accounts payable and receivable
- Strong administrative and organisational skills, with the ability to prioritise tasks
- Excellent communication skills
- Competent in Microsoft Office 365 and a strong proficiency in Excel
- Attention to detail and ability to maintain accurate records
- A proactive approach and the ability to work both independently and as part of a team

**Desirable experience**

- Knowledge of Xero and integrating software such as Apron

**Qualifications**

- Essential – GCSE Maths and English
- Desirable - AAT level 2/3 or equivalent finance qualification