**Job Description: Finance & Technology Administrator**

**Job title:** Finance & Technology Administrator

**Reports to:** CEO

**Hours of work:** 20 hours a week over 3 to 5 days

**Place of work:** Working from home or on site. If working from home, occasional attendance at in-person meetings will be required.

**Salary:** £22,000 FTE (actual salary £11,733)

**Job Outline**

This role combines oversight of the day-to-day financial operations and activities of a busy mental health charity with responsibility for supporting the use and development of the charity’s IT systems. The ideal candidate will be someone who is confident working with numbers and spreadsheets and has excellent IT skills.

**Duties and Responsibilities**

***Finance & Risk***

* Day-to-day invoicing of clients, practitioners, and other debtors, and following the relevant Debtor Procedure outlined in the Finance Guide where necessary
* Processing invoices to pay, filing receipts and invoices electronically, and paying suppliers/creditors
* Management of accounts in Quickbooks (or equivalent) including monthly reconciliation to bank account
* Ensuring the day-to-day operation of all finance management policies, procedures and systems is compliant
* Monitoring payment processes to ensure they are correctly authorised
* Liaising with the Accountants to provide all information and documentation necessary for preparation of the annual accounts & independent audit / examination
* Management of petty cash
* Producing reports that provide information about the charity’s charitable works, including fundraising and fund spend/allocation
* Attendance at and minute taking of Finance & Risk Governance Group Meetings

***Technology***

* Liaising with external IT partners to ensure the charity’s administrative systems and website are functional
* Coordinating with external IT partners regarding minor fixes or improvements to the charity’s administrative and IT systems
* Being the key point of contact for external IT partners during periodic major developments to the charity’s administrative and IT systems
* Managing access to, and use of, the administrative and IT systems for staff and practitioners
* Training staff and practitioners on the use of the charity’s IT systems, including developing appropriate training materials and delivering training sessions
* Providing general IT support to staff members and practitioners