

Financial Administrator/Book-keeper

Job Description

The financial administrator will:

- Prepare monthly accounts for income and expenditure, including petty cash transactions, ensuring the relevant paperwork is to hand, appropriately approved, recorded and filed.
- Payment of outstanding invoices on a monthly basis.
- Liaise with the independent accounting company concerning wages, tax and National insurance payments under the Institute's PAYE scheme and ensure wages are paid appropriately.
- Oversee the Institute's covenant scheme, recording payments and undertaking any correspondence with covenanters as required.
- Preparing gift aid claims in respect of covenant payments and donations received.
- Maintaining up-to-date records of all student fees including any outstanding debts, issuing invoices and statements as required.
- Liaising with Financial Directors to ensure flow of information and enable financial budgeting and forecasting.
- Any other administrative tasks as instructed by the Financial Director.