

Finance Administrator
Cwm Arian Renewable Energy Ltd

Job title: Finance Administrator

Hours: 2 days (15 hours) per week

Job Description

As Finance Administrator, you will be responsible for, but not limited to, the following duties:

- Work with Project Coordinators and Core staff to request invoice approval, check, post and reconcile supplier invoices, credit notes, statements, and process bank transfer payments. Resolve any invoice queries. Process staff personal expenses
- Work with Project Coordinators and create sales invoices. Manage the debtors control account ensuring payments are made and chase overdue invoices. Work with Project Coordinators on cash/event sales.
- Manage banking and allocate income and payments for 3 accounts. Process petty cash each month.
- Vat preparation and submission
- Run monthly financial reports to have an overview of transactions for the month and meet with Project Coordinators to support them in reporting.
- Manage all aspects of payroll.
- Support and work with Project Coordinators to manage project budgets for funders and the Board of Directors.
- Work with the Finance Coordinator to develop and update processes and procedures.

Payroll Duties will include:

- Process and manage all aspects of payroll.
- Understand staff core and project hours and update a payroll spreadsheet each month for staff hours worked. This will include processing all starter and leaver documentation and contractual changes.
- Processing sick pay, maternity leave, and time sheets, including overtime.
- Support staff with any payroll queries, checking all payroll data.
- Add employees to Nest pension and update Nest monthly schedules
- Update HMRC tax code changes and submit and process tax/NI payroll

payments

- Work with the HR manager using the integrated HR and payroll spreadsheet
- Pay staff salaries
- Process payroll journals, ensuring pay is allocated to correct projects
- Issue tax forms and related documentation, ensure any HMRC benefits are applied
- Ensure compliance with relevant regulations
- Maintain payroll records
- Develop the payroll function to ensure it continues to meet business needs

Person specification

- Experience in managing large and complex organisational budgets.
- Accounting experience/qualification.
- Experience of VAT preparation and submission
- Experience or knowledge of grant funding management.
- Knowledge of HMRC procedures in relation to payroll
- Ability to work with teams of people across different project areas.
- Strong payroll management skills.
- Excellent IT skills (excel, Quickbooks, etc).
- Ability to manage own workload and take the initiative.
- Experience/ability to develop financial processes and procedures, and monitor/update policies to improve financial management.
- Experience of Brightpay and Quickbooks an advantage.

Location:

Ideally, you will work from a shared office space in Hermon but with the option to also work remotely at times.

Salary:

£29,250 per annum pro rata (£11,700 actual) plus statutory minimum employer pension contributions if eligible/opted in. N.B Cwm Arian currently operates a flat pay structure of £15 per hour.

Holiday:

5.8 weeks/year pro rata.

Expenses: for mileage, stationary, etc. Use of leased company vehicle available.

Hardware/software: Ideally you'll use your own portable IT equipment/mobile phone, although CARE can supply equipment and will support with software needs. Phone app and email address will be provided.

Training: CARE has a staff training budget, and training needs will be regularly discussed.

Job Terms

2 days per week, permanent.

How to Apply

To apply, send your CV (no more than 3 sides of A4) and covering letter (no more than 2 sides of A4) by midnight, 11th September 2024 to Emma Baker, HR Coordinator emma@cwmarian.org.uk.

All candidates will be informed of the outcome of their application.

If you have any questions before applying to the role, please send these to emma@cwmarian.org.uk.