Job Specification: Finance Administrator

Department: Corporate Finance
Scale: HQ 1
Line managed by: Corporate Finance Manager
Location: MAG HQ, UK

MAG's Vision: A safe and secure future for men, women and children affected by armed violence and conflict.

MAG's Mission: MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

Job Purpose:

To support the delivery of effective transaction processing within MAG'S Corporate Finance Department

---

Job Description

General Administration

- Monitor the Finance inbox and phone, respond to queries within a timely manner and escalate to the Corporate Finance Manager where appropriate
- Ensure electronic documentation is filed in accordance with MAG's working practices
- Undertake other ad-hoc finance administrative work

Purchase and Sales Ledger

- Register supplier invoices in the accounting system and send to budget holders for approval
- Post approved supplier invoices into the accounting system
- First point of contact for any supplier queries, escalating to Corporate Finance Manager as appropriate
- Maintenance of supplier and donor details in the accounting system
- Post analysis of advances into the accounting system
- Raise sales/donor invoices as and when requested
- Ensure all transactions are correctly allocated and reconciled to supplier and debtor accounts

Financial Control & Compliance

- Assist the Head of Financial Compliance and Corporate Finance Manager in the preparation of samples for Grant and Statutory Audits
- Complete the monthly cash count alongside the Assistant Accountants

All HQ staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise

This is a non contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience

- Experience of prioritising work to meet tight deadlines
- Proven administration experience

Essential Skills and Knowledge

- Basic knowledge of double entry bookkeeping
- Strong numerical and analytical skills
- High level of attention to detail
- A clear written and verbal communicator, with a courteous, professional manner
- Proficient in the use of Microsoft systems including Excel and Word
- Ability to learn bespoke systems quickly

Essential Aptitude

- A methodical and thorough approach to tasks set
- An ability to work calmly under pressure to meet deadlines and respond promptly to requests
- An enthusiasm to collaborate as part of a team
- An interest in, and commitment to, MAG's humanitarian mandate

Qualifications

- GCSE's (or equivalent) in Maths and English grades A*-C or AAT Level 2

Desirable

- Experience of working in a similar finance admin role
- Experience of working for a charity/international NGO
- Knowledge and use of PSF accounting system

Signed employee:	**Date:**
Signed manager:	**Date:**