

Finance Administrator Person Specification - Leeds Community Homes



Leeds Community Homes

Job Advertisement Date:23/08/22

Application Closing Date:

Role: Finance Administrator

Hours Contracted: 2 Days per week, Flexible Hours

Salary: £24,000 FTE (Pro Rata)

Term: Initially a fixed term 12 month contract, with the possibility of extending further

Experience Required: 1 Year of Administration

	Essential	Desirable
Qualifications	A GCSE in Maths and English Language	Undergraduate Degree
Experience	1 year of experience working in an administrative role Experience of working within a team	Experience using accounting/book-keeping software (particularly Xero) Experience of administering payroll Experience of managing budgets for a small organisation or above Experience of working on funding bids and writing funding reports Experience of creating funding reports (Profit & Loss, Balance Sheet, Management Accounts) Experience taking minutes and putting together board papers
Knowledge		An understanding of HR Systems

		<p>An understanding of the legal responsibilities for a small organisation relating to finance (i.e. annual accounts, annual return etc)</p> <p>An understanding of the Community-Led Housing sector as a context for Leeds Community homes</p>
Skills	<p>Proficiency in using a range of software/apps, including word processors, spreadsheets, databases, email, calendars and bookkeeping systems.</p> <p>Excellent written and verbal language skills, professional and friendly, good customer service</p> <p>The ability to be flexible with work tasks.</p>	Bookkeeping skills for the organisation's finances.
Person & Values	<p>Organised, disciplined and reliable</p> <p>Punctual and productive. Self motivated, open to feedback and tips.</p> <p>Problem solving: flexible and creative, teamwork to find solutions</p> <p>Planning: prioritising, project management awareness, attention to detail</p> <p>Learning: enjoyment of improvement, willingness to undertake training</p> <p>Policy: abiding by existing LCH policies, the law, sector good practice. Develop and review policies as required.</p> <p>Ethics: an understanding of and harmony with the values of the organisation. Integrity and trustworthiness.</p>	