

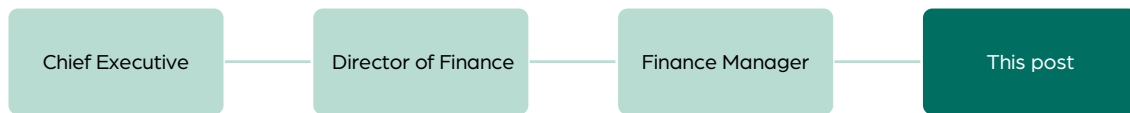
## JOB DESCRIPTION

**JOB ROLE:** Finance Assistant / Travel Administrator

**JOB HOLDER:** Tba

**JOB PURPOSE:** To work within the Finance Team in the provision of an excellent, effective and helpful accounts and finance service, under the day-to-day supervision of the Finance Manager, working as a team member under the broader management of the Director of Finance.

### ACCOUNTABILITY:



### Essential experience/skills/qualifications:

- Maths and English GCSE or equivalent
- Excellent accounting and numerical skills
- Purchase ledger maintenance
- Knowledge of Sage Accounts (or similar) and Payroll
- Payroll administration
- Working as part of a team
- Organising and administrating travel (UK and worldwide)

### Desirable experience/skills/qualifications:

- AAT qualification
- Other general accounts experience

### Key responsibilities and skills

- Arrange Travel and accommodation for Staff, Students and Trustees
- Checking with insurers about activities whilst travelling
- Calculating and recording carbon footprint (when able)
- Processing of travel expenses and other claims
- Processing credit card transactions daily, ensuring records are kept and card expenditure is reconciled on a weekly basis
- Processing Card receipts, GoCardless and Stripe credits on a daily basis
- Processing of Common Room transactions
- Updating Common Room Tea list on a weekly basis and chasing unpaid accounts
- Reconciling bank accounts and PayPal on at least a weekly basis
- Ordering goods using the credit cards as required
- Assist, when required, the Finance Assistant (Purchase Ledger and Payroll)
- Any other duties that are required to maintain the smooth running of the accounts department
- Undertake ad hoc tasks identified as being within the job holders capabilities