



Job Description

Job Title:	Finance Administrator
Location:	Newcastle upon Tyne
Responsible to:	Director
Responsible for:	Processing COCO's financial information
Holiday:	29 days holiday per year (incl birthday and 3 days at Christmas) pro rata and days in lieu when applicable.
Duration	This position is a part-time position (15 hours per week) on a 6 month trial basis commencing February 2012 with a view to becoming permanent.
Salary	£15,000 to £17,000 pro rata depending on experience.

Main Purpose

You will be primarily responsible for processing the finances at the Newcastle office. Working alongside the Director and Fundraising Coordinator, you will be expected to record all financial transactions, including donations, invoices and BACS payments on our main database and SAGE line 50. You will produce monthly reports for the board and weekly updates for the Director and be involved in preparing end of year accounts for the auditors. You are to ensure that the guidance given by the Director and the Board, and any approved strategies and plans of your own, are carried out as efficiently as possible in order to ensure the successful achievement of key goals and targets.

Key Working Relationships

- Report to the Director
- Work alongside the rest of the staff and volunteers at COCO
- Liaise with other charities, fundraising groups, volunteers, supporters, suppliers and beneficiaries.

Duties and Responsibilities

The specific responsibilities of the role and the time spent on each aspect are likely to vary during the course of employment but will generally include the following:

1. Finance and accounting

- 1.1 Ensure that all financial information is processed and recorded in a timely and efficient manner including ensuring that all necessary resources are in place to allow this to happen (i.e. office supplies).
- 1.2 Record and file all information in an efficient and organised manner and in line with COCO's policies and procedures.
- 1.3 Collate information for annual accounts and liaise with accountant to ensure timely production for the year end.
- 1.4 Record information on income and expenditure within COCO's cash flow document.
- 1.5 Submit accurate gift aid reports on a monthly basis and file supporting documentation according to procedures.
- 1.6 Maintain a high standard of relationship management with all suppliers to ensure competitive rates and gifts in kind.



1.7 Disseminate annual account information for use in marketing materials such as the annual report and reports to staff and the board.

2. Administration and reporting

- 2.1 Build and maintain relationships with COCO supporters, suppliers and beneficiaries to uphold our reputation and commitment to providing a professional and personal relationship with all stakeholders.
- 2.2 Attend meetings and events to discuss and promote opportunities for COCO and improve and maintain office and finance systems.
- 2.3 Provide financial information and support to other staff members.
- 2.4 Work with colleagues to oversee that all information and reports are filed and archived accurately and details kept in accordance with COCO's policies and procedures.
- 2.5 Record, file, test and update policies and procedures for all financial activities.
- 2.6 Provide Director with status reports on finances on a weekly basis.
- 2.7 Provide Board with quarterly reports on activities.
- 2.8 Produce and communicate timely monthly financial reports to fellow staff and the board.
- 2.9 Ensure the timely submission of accounts to Companies House and OSCR and any other governing body.

3. General

- 3.1 To enter information into databases and other records as required.
- 3.2 To prepare letters and other documents.
- 3.3 To work in accordance with the policies and procedures in use within COCO.
- 3.4 To raise with the Director any questions or problems relating to policy and objectives as soon as they become apparent.
- 3.5 To attend all relevant staff meetings or training course as directed.
- 3.6 To share with other staff in routine duties (e.g. answering the phone, dealing with enquiries of a general nature, etc).
- 3.7 COCO considers job flexibility paramount for all staff and you will therefore be required to perform other duties as are reasonably requested by the Directors from time to time.