



Clinks Care Farm is a social enterprise that combines the care of the land with the care of people. We offer disadvantaged people the opportunity to participate in activities on the farm to enable people to achieve their potential.

JOB DESCRIPTION

Finance Administrator

25 hours per week

£14989 per annum

Main Purpose

The role of the Finance administrator is to support the management of Clinks Care Farm by providing efficient financial and general administration in the office to ensure the smooth running of Clinks Care Farm.

Position

The Finance Administrator will report directly to the Farm Manager

Duties

1. To do all invoicing raising all bills & reconciling all payments using XERO Accounting System
2. To pay all incoming bills.
3. To chase up unpaid invoices
4. To prepare monthly, quarterly and annual reports and budgets and contribute to financial review meetings
5. To do quarterly VAT returns
6. To deal with petty cash, cheques and the weekly banking/cashing up
7. To order stationary and other items for the Clinks Care Farm
8. To deal with telephone and email enquiries
9. To manage general office administration such as message book and communication with staff
10. To make sure staff time records are kept and salaries are paid

11. To liaise with Accountants, Treasurer and other Directors
12. To take & produce minutes at staff meetings.
13. To adhere to Clinks Care Farm Ltd. policies and procedures, in particular Health & Safety, Safeguarding policies and equal opportunities policy.
14. To carry out any related duties as and when required.

PERSON SPECIFICATION

ESSENTIAL

- Experience of working in administration.
- Preferably experience of XERO or a similar accounting system.
- Understanding and empathy with of model of care farming
- Excellent IT skills including Microsoft
- Self-motivated and able to work independently
- Good communication and interpersonal skills
- A good team player
- Ability to deal with enquiries from the public and service users visiting the office

DESIRABLE

- Experience of dealing with customers or general public