



Finance Coordinator

Job Description

Responsibilities (most to be completed weekly)

- Process sales and purchase invoices, obtaining correct authorisation
- Post transactions onto Xero using relevant department coding.
- Set up suppliers and process salary/purchase payments through online banking, obtaining correct authorisation
- Raise customer invoices in Lemonbooking/Xero
- Bank reconciliation, resolving any queries
- Reconcile petty cash
- Record, monitor and reconcile debit card payments
- Monitor expected income and follow up on any overdue payments; chasing debtors.
- Liaise with (volunteer) Philadelphia Association Treasurer

- Provide financial reports for Council of Management and Trustee meetings
- Arrange best value insurance
- General office support (answering the phone/helping visitors) when on site
- Cover remotely some office administrator duties when they are on leave.
- Any other reasonable duties as required, in consultation with the Chair and Treasurer

Finance Coordinator Person Spec

- At least one year working in a finance administration role
- General book-keeping and accounting experience: able to perform an efficient, timely payments and credit control function - AAT entry level certification desirable.
- Experience with IT systems - Xero, Excel
- Be able to ensure that all work conforms to the organisation's systems and procedures, updating finance procedures and ensuring best practice.
- Excellent communication skills, both written and oral, including the ability to present financial reports and information effectively

- Be a highly organised team player with good communication skills, working effectively with internal colleagues, external stakeholders and suppliers who may have varied financial experience.
- Be proficient in managing own workload and be able to work independently or with minimal supervision, as most of the time you will be working on your own.
- Work proactively toward organisational goals, developing new systems where necessary.
- Willing to work flexibly in response to the needs of the organisation.
- Experience of supporting fundraising bids would also be helpful.
- Commitment to the Philadelphia Association's vision, mission and values, and ability to work well in, and contribute to, our organisational culture.
- Have an understanding of mental health issues.
- Be able and willing to abide by the Philadelphia Association's confidentiality policy.

Philadelphia Association seeks to ensure we achieve diversity in our workforce and that all applicants and employees receive equal and fair treatment, regardless of age, race, gender, religion, sexual orientation, disability or nationality. We encourage applicants with lived experience to apply