

Job description: Finance Co-ordinator

Duration: -Fixed-term – six months

Salary: C3 – pro-rated for part-time working (25 hours per week, 0.67 FTE)

Location: Flexible

Reporting to: Finance Officer

Department: Charity Services

Key working relationships: Suppliers, bank, and other UK Youth staff

Purpose of the job

The person in this role will carry out purchase ledger and sales ledger processing and provide other support as required within the Finance team, ensuring that transactions are efficiently processed in accordance with UK Youth procedures

Why work at UK Youth?

UK Youth is a leading charity that exists to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. We work with others to ensure that the youth sector is strengthened, supported, and that provision is youth-led, evidence-informed and delivers high-quality outcomes. UK Youth plays a unique role in addressing the lack of investment in the youth sector, the lack of cross-sector understanding in how youth work makes a difference and the limited opportunities to embed effective solutions. These factors lead to mass inequality of access to youth services for young people.

Key responsibilities

Purchase ledger

- Ensure that all creditors' invoices are correctly authorised and coded before entry onto the financial system
- Ensure that Purchase Orders are approved and matched
- Chase up authorisation of unapproved Purchase Orders
- Set up new vendor records on request
- Support on fortnightly payment runs – collating invoices and approvals and sending out remittance advices
- Maintain the purchase ledger so that it is up to date and accurate
- Reconcile purchase ledger statements and ensure the receipt of all invoices
- Post and check trainline account each month
- Liaise with suppliers and other members of staff as appropriate to ensure invoices are paid correctly and to resolve any issues quickly and effectively

Credit card expenditure

- Reconcile and code credit card expenditure for Outdoor Learning and other departments
- Create timely monthly credit card expenditure reports for our Outdoor Learning Centre,

collating receipts and uploading them with approved codings to our financial system and following up with the centre staff on any missing receipts and codings as required.

Sales ledger

- Raise sales ledger invoices upon request
- Create new customer records as required
- Produce sales ledger statements each month
- Liaise with External Relations to provide an aged departmental debt report for them, dealing with any queries
- Assist with credit control as required
- Liaise with customers and other members of staff in order to ensure that any issues are resolved efficiently

Bank and cash

- Carry out the preparation of the banking of any cheques received at the London Office where possible & liaise with the Finance Officer to ensure correct coding of receipts.
- File hard copy bank statements at the London Office where possible.
- Provide customers with receipts on request

Month-end processes

- Process month-end journals for deferred income and Restricted Funds
- Create and update monthly departmental reports for Charity Services, Impact and Outdoor Learning
- Ensure that Network Delivery reports reconcile to project trackers
- Assist with the preparation of the balance sheet in month-end accounts

Other tasks

- Administration of the Trainline account.
- Manage responses to Finance e-mails /in-box and to ad hoc queries
- Provide support for the Finance and Compliance Manager and Finance Officer, as required
- To attend regular team and departmental meetings, either in person at our London Office or our Outdoor Activity Centre in Hampshire, or virtually, as required.

Person Specification: Finance Co-ordinator

Experience

- Experience of working in a finance or accounts environment
- Ideally studying for, or completed, a finance-related qualification

Knowledge, skills and understanding

- Excellent numeracy skills with high level of attention to detail
- Excellent IT skills, including Microsoft Office (especially Excel) and knowledge of computerised accounting systems
- Ability to prioritise with adherence to strict deadlines
- Excellent written and spoken communication

- Strong analytical and problem-solving skills
- A general understanding of Safeguarding and Health and Safety policies and practices in the workplace

Personal qualities

- A pro-active, self-motivated and enthusiastic approach
- Commitment to achieving results and to continuous improvement
- Ability to work with minimum supervision, to manage workload and meet deadlines
- Well organised, with the ability to prioritise tasks and work under pressure
- Ability to work as part of a team

This post is subject to receipt of two satisfactory references, an enhanced DBS check and Right to work in the UK. Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the organisation to undertake any duties within your skills and capabilities, which the organisation reasonably considers necessary to meet business needs.