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## Finance Administrator

### Job Description

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|------------------------|------------------------------|
| <b>JOB TITLE:</b>      | <b>Finance Administrator</b> |
| <b>ACCOUNTABLE TO:</b> | <b>Management Committee</b>  |
| <b>RESPONSIBLE TO:</b> | <b>Playground Manager</b>    |

**Salary: £25,480 pro rata (0.4 FTE) / £14 per hour**

(Amounting to £10,192 yearly for 14 hours a week)

### **Contract:**

Hours: 14 hours per week

Annual leave: 28 days including public holidays pro rata

### **Job Summary:**

Shadwell Community Project (SCP) is a charity delivering play sessions at Glamis Adventure Playground in Shadwell, providing free, open access, inclusive play opportunities for children aged 5 – 15. The finance administrator will help to underpin the work of the charity, supporting the organisation through monitoring for grants and allocation of financial resources as well as organising payroll and staff hours. All staff work within SCP policies and procedures.

### **Key Tasks:**

- To understand the existing organisational infrastructure of the charity, and further develop the organisation
- To gather and organise quantitative and qualitative data, e.g. collating numbers of children using our playground and café each month to support funding applications
- Using accounting software Xero to administer invoices and payments.
- Monitoring spending and allocating costs for grants
- Reporting on grants
- Organising payroll and administering of staff timesheets, including pension, HMRC, annual leave and sick pay, as well as processing new and leaving staff.
- Website administration

- To assist the Playground Manager, Senior Playworker or Sessional staff with any other admin task, as and when needed, to fulfil the purposes of the charity
- Attend meetings with line manager and other project staff as appropriate.
- Carry out all responsibilities and activities within an equal opportunities framework.
- Work within agreed policies
- Any other duties as required

### **Person Specification:**

#### **Essential:**

- Experience of administration
- Excellent computer literacy
- Experience of Google Drive, including Google Forms
- Experience of record-keeping and able to contribute to reports relevant to the role
- Highly organised and able to work independently
- Excellent attention to detail
- Ability to communicate effectively with children, colleagues, carers and other professionals
- Ability to work in a team
- Committed to improving play opportunities for children and young people

#### **Desirable:**

- Experience with a website manager such as Wix
- Experience using an accounting software and/or payroll system
- Experience of grant report writing
- Experience of fundraising