

Job Description:   
Finance Administrator

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| Function: | | | | Finance | | | | | | | | |
| Position: | | | | Finance Administrator | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Dinesh Kularajasingam | | | | | | | | |
| Additional reporting line to: | | | |  | | | | | | | | |
| Position location: | | | | HMP & YOI Bronzefield | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * Provide support to the Head of Business Management to take the finance department forward in managing the financial and accounting processes for the business whilst also making sure that demanding targets are met as set. The role involves both the commitment and the ability to manage the work effectively to the standards as required.   We are looking for a conscientious administrator to work in a fast-paced environment. You must be professional, and a self-starter with excellent organisational and communication skills. IT literacy to include Outlook and Excel are essential, as is the ability to work under pressure, pay attention to detail, and meet strict deadlines. You will perform a variety of duties to ensure the smooth running of the function, providing a service | | | | | | | | | | | | |
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. | | | | | | | | | | | | |
| Revenue |  | |  | |  | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc | |
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|  | |  | Outsourcing growth rate: | n/a | HR in Region | tbc | |
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| Characteristics | | * Ensure effective running of the finance department * Provide a high-quality support service liaising with all other departments and colleagues on all aspects of finance. * Maintain the key company policies including the financial, procurement, travel, health & safety, and the management information systems. | | | | | | | | | | |

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| **Head of Business Management**  **Finance Administrator**  **Finance Administrator** |

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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Handling high volume of daily transactional processing and maintaining records – Manual & Use of IT systems * Daily handling of queries, complaints, correspondences, and communication with internal and external stakeholders * Working to strict deadlines and deliver to the required standard. * Attention to details * Compliant with Health & Safety and other standard regulations & statutory requirements |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Responsible for the day-to-day effective running of the finance department and collaboratively working with the other finance administrator in the team. * Responsible for all administrative duties as required by the Manager, ensuring the function is run efficiently and cost effectively when performing work as required and planned * To provide support to team members in other departments in the wider business and flexibility to adapt to any other duties that may be deemed appropriate to this role. * Maintain all appropriate records and documentation as per the statutory and regulations requirements. * To work closely and co-operate with colleagues in other areas to ensure the safe and smooth running of the prison. * Build relationships with key internal and external stakeholders. * Abide by the corporate strategic directions, Contract Delivery Indicators, MOJ/NOMS (Ministry of Justice) service specifications and all appropriate Regulations and Health and Safety Policies. * To ensure that all information is stored accurately, updated when required and made available to those who require it in a timely manner. * To answer and respond to telephone enquiries and correspondences within the required timeframes. * To participate in training as required to keep up to date with all mandatory and refresher training. * Ensure all Health and Safety arrangements are in place and expected controls adhered to as indicated by department Risk Assessments/SSOW (Safe Systems of Work) * Should be able to adopt and demonstrate the Sodexo Managerial Behaviours that build our core values of team spirit, service spirit and spirit of progress. |

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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * You will demonstrate an understanding of all reporting and governance processes, ensuring that these are fully applied, complied with, and adhered to. * Ensure good accounting controls are implemented and maintained according to company policies. * Carry out continuous regular reviews of working practices and processes to ensure efficient and cost   effective operations and suggest improvements.   * Build personal effectiveness in all situations. * Work directly with different departments to ensure operational requirements are met. * Regular reconciliation of cash, cheques, and main suppliers accounts (as set daily/weekly/monthly). * Transactional records are kept up to date daily. |

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| 7. Person Specification – Indicate the skills, knowledge, and experience that the job holder should require to conduct the role effectively |
| * Relevant experience in a finance along with any relevant finance or administrative qualifications. * Demonstrate good foundation of accounting and bookkeeping skills. * Be able to multitask and the ability to function well in a team and work under pressure. * Highly motivated, proactive, and requires limited direct supervision and guidance. * Be committed to personal development. * Participate in training as required to keep up to date with all mandatory and company requirements. * To undertake duties as required that will contribute to the effective operation of HMP & YOI Bronzefield. * Good working knowledge of Microsoft Office (particularly Outlook and Excel). * Good inter-personal and communication skills. * Strong organisational skills, ability to multitask and work to deadlines. * Attention to detail and accuracy. |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Financial Governance, Risk and Control |  | | * Analysis and Decision Making |  | | * Technical and Professional Proficiency |  | | * Commercial Awareness |  | | * Employee Engagement |  | | * Learning & Development |  | | * Brand Notoriety |  | | * Innovation and Change |  | |

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| 9. Management Approval – To be completed by document owner |
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| 10. Employee Approval – To be completed by employee |
| |  |  |  |  | | --- | --- | --- | --- | | Employee Name |  | Date |  | |