
Finance Administrator

Cycling Projects

Competitive salary

Warrington, Cheshire

Permanent, full-time

As a long established national charity, we have an exciting career opportunity for a Finance Administrator based in our Head Office in Warrington. The successful candidate will join a small team and work with the Management team and trustees to help direct the charity moving forward.

We are looking for a self-motivated Finance Administrator who will be responsible for contributing to the charity's financial performance through efficient processing and collection of financial transactions and data.

Main Duties include

- Ensure all invoices coming into the charity are accurately recorded and correctly posted to the system
- Produce costings for events and agree with customers
- Ensure all sales invoice are raised in a timely manner
- Manage credit control
- Update internal systems with Financial data
- Prepare financial statements for the regular Trustee meetings
- Reconcile bank statements
- Ad hoc duties as and when required to support the trustees and senior management

The ideal candidate will have experience of financial administration in a small to medium sized company and looking to widen their experience.

What you'll need to succeed

- Good organisation skills and good attention to detail
- Excellent time management
- Effective communication skills
- Ability to work efficiently without supervision
- Knowledge Sage 50 Accounts, Sage 50 Payroll desirable however not essential
- Proficient with Microsoft Office, especially Excel and Word
- Understanding of VAT principles

- Team player

Salary

Competitive

Working Hours

35 hours per week Monday to Friday.

What We Offer!

- 30 days annual leave, including bank holiday and opportunity to increase annual leave for time served
- Relaxed working environment
- Town centre location with easy access to public transport

How to Apply

If you feel that you have the skills required for this role and would like to enhance your career with the charity then apply now.

Please email Janet Haynes for application pack janet.haynes@cyclimg.org.uk or telephone 01925 234213 for more details.

Closing date for applications is 9am, Monday 14th October

Interviews – week commencing Monday 21st October

Please note, if you do not hear from us within 4 weeks of submitting your application; please assume that unfortunately you have not been shortlisted.

Company limited by guarantee Reg. No. 2618968 / Reg. charity no. 1003309

www.cyclimg.org.uk

01925 234213