



<b>Employer's Name</b>	Motherwell Cheshire CIO
<b>Position Job Title</b>	Finance Administrator
<b>Department</b>	Crewe
<b>Reports To</b>	Kate Blakemore CEO

<b>Employment Status</b>	Part time
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<b>Overview</b>	A community organisation supporting women to make positive choices for their health and well-being, by way of, counselling, support and drop-in clinics.
<b>Location of position</b>	54-64 Beech Drive, Wistaston, Crewe, Cheshire, CW2 8RG
<b>Job purpose</b>	<p>To organise our charity's day-to-day accounting procedures.</p> <p>Finance Administrator responsibilities include maintaining records for all transactions, preparing monthly and quarterly financial reports and processing reimbursements.</p> <p>To support the Board of Trustee's deliver good governance by preparing agendas, minutes and supporting papers for meetings.</p> <p>Ultimately, you will help us manage and allocate our resources effectively.</p>
<b>Time commitment</b>	6 Hours per week – with the possibility of overtime when necessary
<b>Days worked</b>	Thursday
<b>Key responsibilities and accountabilities</b>	<ul style="list-style-type: none"> <li>• Processing monthly payroll</li> <li>• Producing finance reports for CEO, Trustees and funders</li> <li>• Preparing agendas &amp; taking minutes</li> <li>• Administration</li> <li>• Create and update spreadsheets of daily transactions</li> <li>• Manage accounts receivable and payable</li> </ul>

	<ul style="list-style-type: none"> <li>• Review and process reimbursements</li> <li>• Prepare budgets</li> <li>• Keep records of invoices and tax payments</li> <li>• Manage charity's liabilities (e.g. insurance premium)</li> <li>• Identify and address account discrepancies</li> <li>• Report on financial projections (e.g. liquidity and cash flow)</li> </ul>
<b>Additional responsibilities</b>	<ul style="list-style-type: none"> <li>• Attend team meetings</li> <li>• Support fund raising activities</li> <li>• Attend at least 3 annual fund raisers</li> </ul>
<b>Training and Support</b>	<p>Recorded Induction to organisation  Recorded Safeguarding training  Recorded Health &amp; Safety training</p>
<b>Reimbursement of expenses</b>	<p>Out of pocket expenses will be reimbursed:</p> <ul style="list-style-type: none"> <li>• Mileage costs @ 45p per mile up to a maximum.</li> <li>• Public transport up to a maximum of £25 per return trip</li> </ul>
<b>Contact Information</b>	<p>Kate Blakemore  kate@motherwellcheshirecio.com  07734868325</p>