**FINANCIAL ADMINISTRATOR**

**THE ROLE**

**Part-time - permanent position**

**28 hours per week - to be worked flexibly**

**YOUR PURPOSE**

As a financial administrator, you will play a will work directly alongside the organisations Head of Finance, to deliver day-to-day financial activities whilst ensuring appropriate finance management, accounting, control and reporting.

**YOU WILL HAVE:**

* A positive attitude
* Happy to work flexibly and enjoy variation
* Evidence of organisational and administrative skills
* Self-motivation and the ability to use your own initiative
* A methodical approach, with an exceptional eye for detail
* A recognised accountancy qualification or be AAT qualified (or equivalent) at Level 2 or be working towards a qualification.
* Prior experience of using Sage 50 accounting packages
* Excellent IT skills, including experience of using Excel, Word and Microsoft Teams
* The ability to effectively analyse complex problems and suggest solutions that would have positive impact on DMWS needs
* The confidence and ability to prioritise conflicting tasks
* Self-motivation and the ability to use your own initiative
* Actively contribute to a culture of innovation, resourcefulness and best practice to make the best use of your time and others.
* An efficient working style with an exceptional eye for detail and outstanding team working skills

**YOU WILL :-**

* Be responsible for compiling the monthly payroll for the organisation, previous experience in using LivePay would be desirable but not essential (full training given).
* Complete weekly payments for expenses & monthly credit card reconciliations in line with the organisations policies and procedures.
* Complete daily bank reconciliations recognising new incomes streams and anomalies where appropriate.
* Manage various income streams across the organisation by coordinating the costings / analysis of departmental splits and inputting data into Sage.
* Manage Sage by regularly updating expenses, invoices and other costings.
* Provide support to the HOF to complete monthly reports and end of year reports.
* Prior understanding of Gift Aid would be desirable.
* Complete other ad hoc tasks as and when needed including scanning and filing documents ready for processing.
* Work in accordance with and promote our values which are:-
  + **Commitment** - We are passionately committed in heart and mind to the people we support, delivering our service whenever and wherever they happen to be.
  + **Integrity** - We act with integrity, consistency, and honesty in all that we do.
  + **People** - We support each other. We trust, encourage and develop our staff, because we know that it’s our people who make us what we are.
  + **Working Together** - We work collaboratively together and with others to provide the best possible service to the people we support.

**BENEFITS OF WORKING WITH DMWS**

We recognise that without our staff we are nothing, they are the most important asset that we have. We offer employees the following benefits: -

**Annual Leave**

We give employees 30 days a year annual leave plus Public Holidays (pro-rata'd for part-time employees).

**Pension**

Auto enrolment onto DMWS workplace pension scheme – subject to eligibility. You will make a minimum contribution of 5% which DMWS will match. Contributions will be matched up to 6% by DMWS.

**Death in Service Scheme**

Three times your annual salary to nominated beneficiaries - subject to eligibility

**Flexible Working**

All flexible working requests are considered - many of our staff work flexible hours and work wholly, or partly from home.

**Smart Health**

Access to a 24/7 virtual GP service, with a counselling service and on-line help and support around health and well-being matters

**Work-based Parking/Mileage**

For those who pay to park at their work-base, fees are repaid through expenses. Mileage claims are reimbursed in line with HMRC guidelines.

**Enhanced Sick Pay**

Enhanced sick pay scheme for all employees upon completion of their probationary period.

**Staff Recognition**

Staff are regularly recognised for their work by the leadership team and their peers, via internal events, social media, and industry awards.

**Personal Development Programme**

DMWS supports employee continuing professional development and training.

**Above all, being part of the DMWS team, means that you are making a difference to the lives of those working on the frontline.**