**Job Description – Finance Administrator – East Ayrshire CAB**

**Job Title:** Finance Administrator  
**Responsible to:** Chief Executive Officer (with day-to-day direction from the Operations Manager  
**Salary:** £24,000 - £26,000 (pro rata) depending upon experience  
**Work Pattern:** 17.5 hours per week (part-time)  
**Location:** Based in Kilmarnock, with some remote/homeworking by agreement

**Key Responsibilities**

The Finance Administrator will be responsible for providing day-to-day financial administration and payroll services for East Ayrshire CAB. This includes preparing and processing staff salaries, administering pension contributions, logging income and expenditure, maintaining accurate records on SAGE Payroll and SAGE Accounts, supporting monthly reporting and audit preparation, and assisting in the financial operations of the bureau.

Reporting to the Chief Executive Officer and working closely with the Operations Manager and Offices Manager, this role is vital to the financial health and integrity of the organisation.

**Main duties and responsibilities will include but are not limited to:**

**Finance and Payroll**

* Prepare and process monthly staff payroll
* Submit RTI (Real Time Information) to HMRC
* Administer pension contributions, ensuring auto-enrolment compliance
* Complete payroll year-end processes and reporting
* Maintain accurate employee salary, tax, and pension records
* Process and code supplier invoices
* Record and reconcile receipts

**Financial Administration**

* Record all income and expenditure transactions
* Reconcile bank accounts monthly
* Support the preparation of monthly financial reports for the CEO and Board
* Assist with budget monitoring and tracking project spending against funding
* Help prepare year-end accounts for audit and support the audit process
* Maintain desktop financial process documentation (e.g. payroll, pensions, reconciliations)
* Oversee petty cash and outlet reimbursements as required
* Update and maintain all Finance related policies and procedures

**Procurement and Cost Efficiency**

* Oversee purchasing processes and provide support as required
* Monitor and review utility and service contracts, supporting cost-saving analysis
* Contribute to identifying and implementing value-for-money opportunities

**Governance Support**

* Support Board Meetings and AGMs as required
* Provide accurate and timely information and reports to support good financial governance

**General**

* Ensure all financial procedures are conducted in line with best practice, internal policy, and legal requirements
* Maintain confidentiality and data security at all times
* Assist with other administrative duties as required
* Undertake any other reasonable duties appropriate to the post

**Person Specification – Finance Administrator**

**Experience and Qualifications**

**Mandatory**

* Combination of education and experience to SCQF Level 6 or equivalent
* Experience in a similar financial administration or payroll role
* Practical knowledge of PAYE, NI, pensions and RTI
* Experience using financial software packages
* Good working knowledge of Microsoft Office (especially Excel and Outlook)
* Understanding of basic financial processes including reconciliations and audit trails

**Desirable**

* Previous experience working in a charity or third sector setting
* Experience supporting finance reporting and audits
* Familiarity with statutory financial reporting or charity accounts
* Knowledge of procurement and value-for-money processes
* Experience of taking minutes and preparing meeting documentation
* Experience of writing, maintaining Financial policies and procedures

**Skills and Attributes**

* Excellent organisational and time management skills
* High level of accuracy and attention to detail
* Good verbal and written communication skills
* Strong numeracy and analytical skills
* Ability to work independently and manage workload with minimal supervision
* Ability to handle confidential information sensitively and securely
* Strong problem-solving skills and ability to meet deadlines
* Willingness to learn and adapt to new systems and processes
* Commitment to quality standards and continuous improvement
* Team-oriented approach and willingness to support colleagues

**Additional Requirements**

* This post is subject to a satisfactory Basic Disclosure check
* Ability to work flexibly to meet payroll and reporting deadlines
* Occasional travel within East Ayrshire may be required