



Finance Administrator: Job Description

Job role:

- Keep accurate and up to date records of incomings and outgoings in the Revelation National bank account.
- Receive payments and pay into the bank account (being aware of issues relating to restricted funds).
- Receive and process expense claim forms.
- Receive and process Friends of Rev standing orders/gift aid forms.
- Work with the Fundraising Co to ensure the gift aid scheme is being implemented as much as possible, keep the necessary records and make claims every six months, ensuring claim details tally with claim forms.
- Be available to advise people setting budgets, e.g., merchandise production, WiM, RESITS, RiG, and ensure that financial records from such events are passed on.
- Seek approval from NC on all expenditure and issue cheques where necessary.
- Be the contact for Revelation's bank regarding bank matters, receiving statements, ordering chequebooks etc
- Ensure that the bank account has the following signatories: NC, Finance and at least one trustee.
- Be the contact for organisations who give us money.
- Be available to answer finance-related queries from choirs.
- Contact the National Co-ordinator regularly to update and consult.
- Provide financial reports for trustees meetings (if requested) and attend if required.
- Provide brief financial report summaries for the quarterly forum meetings and for open forum at WiM.
- Produce annual accounts (with support from trustees) and submit relevant records to the Charity Commission.

Accountable to:

National Coordinator

Person Specification:

A good candidate for this role should:

- Be efficient, conscientious and able to work to deadlines.
- Have good communication skills and be easily contactable via email.
- Be able to commit a few hours a week to the job.