

## ACCOUNTS ADMINISTRATOR: JOB DESCRIPTION

### 1.0 Purpose and responsibilities

#### 1.1 Purpose of the role

To provide accounts management and bookkeeping support to the organisation.

#### 1.2 Principal responsibilities

The main responsibilities associated with this role are to:

- Maintaining account records
- Running payroll
- Sending, filing and paying invoices
- Being the main interface with the appointed accountants
- Providing brief financial reports
- Contributing to the financial oversight of the organisation

### 2.0 Person specification

#### 2.1 Personal qualities, skills, qualifications and experience

- Personal qualities – Self-motivated and enthusiastic.
- Skills – strong financial skills and acumen.
- Skills – Highly organized and efficient.
- Skills – comfortable with and having a good working knowledge of the relevant IT, including standard communication tools, web-based documents, social media and similar.
- Experience – very likely to have had administrative/business management/office management experience/similar, and must be able to demonstrate the relevant skillsets.

### 3.0 Terms and conditions

#### 3.1 Reporting and support procedures

This role reports to the Operations Lead who also provides e-mail, phone and virtual support as, and when, is necessary.

#### 3.2 Location

It is expected that the postholder will work remotely.

#### 3.3 Hours

Hours for this role are flexible but it is likely to encompass 3-4 hours per month.

#### 3.4 Pay

This is a voluntary position and as such there is no direct financial remittance for the hours worker.

### 4.0 Contact details

For more information on this role please contact: [mike@concreterose.co.uk](mailto:mike@concreterose.co.uk)