

## Scone Palace

### Job Description – Finance Administrator, Scone Palace



<b>Job Title:</b>	<b>Finance Administrator</b>	<b>Responsible to:</b>	<b>Head of Finance</b>
<b>Main purpose of job:</b>	To carry out accurate and timely book-keeping and administration tasks in a busy finance office, acting with confidentiality in mind at all times		
<b>Main responsibilities include:</b>			
<ul style="list-style-type: none"><li>- Daily invoices – recording and circulating for approval</li><li>- Processing sales &amp; purchase invoices</li><li>- Petty cash reconciliations</li><li>- Processing takings – this may include counting and banking cash</li><li>- Credit card transactions</li><li>- Processing month end journals and recharges/internal charges</li><li>- Handling mobile phone &amp; utility bills</li><li>- Preparing and issuing monthly customer statements</li><li>- Production of financial reports as required</li><li>- General filing</li><li>- Administering Safe Deposits for property rentals</li><li>- Handling Council Tax issues</li><li>- Assisting with general office duties including answering the phone and dealing with enquiries</li><li>- To carry out any other reasonable tasks as required by the Management Team</li></ul>			
<b>Requirements of the Role:</b>			
<ul style="list-style-type: none"><li>- Attention to detail and pro-active approach</li><li>- Teamwork &amp; communication is essential to ensure continuity within the Finance team</li><li>- A willingness to provide cover during periods of absence e.g. holidays/illness</li><li>- Excellent communication, presentation and interpersonal skills</li><li>- A commitment to delivering the highest standards of service</li><li>- A flexible and adaptive manner as assistance with other ad hoc duties may be required</li><li>- The ability to work efficiently in a busy environment</li><li>- A willingness to undertake any training necessary for the role</li><li>- Experience of Sage is desirable</li></ul>			

*This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive*