



Job Description:

Ripon YMCA, Finance Administrator

Organisation: Ripon YMCA, 5 Water Skellgate, Ripon HG4 1BQ

Responsible to: Chief Executive

Salary: £10 per hour

Contracted hours: 5 to 6 depending on candidate.

Job Purpose:

The role of the Finance Administrator is to provide support to all areas of Ripon YMCA by undertaking regular financial and administration activities.

Working as part of a small team, this role requires flexibility, and on rare occasions some lone working.

Principle Responsibilities:

1. To promote the services of Ripon YMCA.
2. Respond to room booking requests and maintaining records for all users of the community space.
3. Record all income, update records and bank cash on a regular basis.
4. Maintain financial records using Quickbooks online. Including management of invoicing and invoice payments.
5. Reconcile all expenses, bank statements and debit card payments against records ensuring they are correct.
6. Reconcile petty cash and electric token cash boxes on a monthly basis.
7. File all papers and documents in a methodical and accessible manner and ensuring confidential disposal of redundant documents.
8. Compose and update a range of template letters, posters and information relating to tenants, community space users and the public.
9. Ensure Safeguarding Policies and Procedures are followed.
10. Attending training as required.
11. Be responsible for the security of the YMCA building whilst on duty (alongside other staff) and complying with Health and Safety and Emergency and Fire procedures.
12. Attending team meetings as required.
13. Help to streamline process and procedures to improve operational efficiency.
14. Support the recording and tracking of tenant surveys and questionnaires.
15. Undertaking any other reasonable duties requested by the CEO

If available, and for an additional payment, this role could include:

16. Take and write up minutes at Board Meetings (bi monthly evening meetings).

Ripon YMCA – Person Specification				
Role: Finance Administrator			Salary £10 per hour.	
Area	No:	Criteria	Essential or Desirable	How identified
Qualifications		Qualified to NVQ Level 3 or higher	E	A
		Further education or professional qualifications in a related area. Finance, Business, Administration	D	A
Experience		Experience of financial management, dealing with cash and record keeping	E	A
		Working knowledge of QuickBooks or a similar package	D	A
		Computer Literate with working knowledge of Microsoft office including word and excel and outlook.	E	A & I
		Experience of working with or in a similar type of organisation	D	A & I
Skills/ Knowledge		Excellent Verbal and written communication skills	E	A, I and E
		Excellent organisational and administration skills	E	A, I and E
		The ability to prioritise and complete tasks within a tight deadline	E	A, I and E
		A self-starter who is self-motivated, who can work on their own initiative and also as part of a team	E	A, I and E
		Impeccable attention to detail	E	A, I and E
Attitude		A commitment to support young people in difficult circumstances with a non-judgemental approach.	E	A & I
		A commitment to equal opportunities	E	A & I

Key:

A = Application form

I = Interview

E = exercise at interview