



## **ROLE DESCRIPTION:**

### **COUNTY FINANCE ADMINISTRATOR**

#### **Role**

The finance administrator role primarily focuses on dealing with the day-to-day operational activities such as recording expenses and invoices, creating payment requests and supporting budget holders with details of their income / outgoings.

#### **Personal qualities**

Over 18 years old and already, or willing to become, a member of Girlguiding. You will need to complete a DBS check if you haven't already. Previous finance experience including knowledge of bookkeeping and Excel required. Good communication, organisational skills and attention to detail.

#### **Responsible to**

The county commissioner and county treasurer.

#### **Location**

Flexible.

#### **Hours**

Initially 2 hours per week, with review after 3 months.

#### **Salary**

£12.50 per hour with review each April.

#### **Responsibilities**

##### **General**

- Be the main contact for county finance queries, liaising with the county treasurer, as required.
- Use the county dedicated email account for communications relating to the role.
- Keep confidential all matters relating to Girlguiding Hertfordshire in accordance with current legislation, including storage and release of digital information and data.

- Ensure that Girlguiding Hertfordshire always promotes a positive professional image, always evidencing Girlguiding's values. Follow the [Girlguiding Code of Conduct](#).

### **Administration**

- Prepare the electronic payments, from the general county account as well as the Guide Centre account, in liaison with the county treasurer and requesting approval. There are around 400 payments a year.
- Record all receipts and administer payments for all county events and Hertfordshire Guide Centre (HGC) income. There are around 600 receipts a year.
- Arrange banking of any cash or cheques received in liaison with the county treasurer.
- Liaise with relevant event organisers, specifically the county outdoor and international lead volunteer to chase payments due.
- Ensure accurate accounts are kept (currently using Excel) and all receipts and evidence of electronic payments are securely filed.
- Prepare quarterly financial reports for the county finance committee meetings, in liaison with the county treasurer.
- Carry out monthly bank reconciliations to ensure accounts are accurate.
- Assist the county treasurer with any queries in respect of the annual charity commission accounts.

### **Budgets**

- Assist the county treasurer with the administration of the preparation of the county budget.
- Provide updates to the county budget holders with their income/ expenses, as requested (no more than quarterly).