

Venue  
St Stephen's Church Hall  
26 Deepdene Road  
Welling  
Kent  
DA16 3QL  
Website:  
[www.deepdeneclub.co.uk](http://www.deepdeneclub.co.uk)



Correspondence

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*"Never too old to learn"*

Reg. Charity No : 1144753

**Job Title: Finance Administrator**  
**Fixed term Part-time post - Sessional & Self Employed**  
**Sessional hours: Mondays 9.00am- 12.30pm Term Time Only**  
**Hourly rate £ 20**

We are looking for a Finance Administrator to take responsibility for accounting operations to meet legal requirements. You should be familiar with audits, invoices and budget preparations. Our ideal candidate will demonstrate interest in managing accounting activities, including bank reconciliations, and weekly banking duties. You should also have excellent organizational skills and be able to handle time-sensitive tasks. You will be responsible for the weekly, monthly, quarterly and annual management of our financial transactions and procedures.

**Responsibilities:**

Keep accurate records for weekly transactions  
Responsibility for weekly banking  
Use Club's Computerised Cashbook Accounts  
Process invoices, payments etc.  
Reconcile bank statements  
Update internal systems with financial data  
Prepare monthly, quarterly and Year End Accounts  
Assist with budget preparation with the Treasurer  
Review and implement financial policies

**Requirements:**

Work experience in Finance desirable  
Sound knowledge of financial and accounting procedures  
Competency in the use of MS Excel  
Sound numerical skills  
Good time management skills  
An ability to manage confidential data essential

This job description is by no means exhaustive, and may be adapted in consultation with the post holder as necessary to meet the needs of the Club.

Closing Date: 3rd May 2019