

## Admin/Finance Job Description

### Daily/ Weekly

- Liaise with Treasurer re Finance role and impact of any changes in legislation for Charities
- Receive enquiries and applications from individuals, schools and groups
  - Check the application meets criteria and ask for additional information if required
  - Where application is for additional funding email SP for a report
  - See proof of benefits and DLA/PIP for an individual application
  - Cost application if it is a school or group
  - Enter application details onto funding spreadsheet
  - Send proposal to funding committee
  - Receive and collate responses
  - Enter outcome onto funding spreadsheet
  - Advise applicant of outcome
  - If successful
    - advise chosen service provider
    - create individual record to monitor expenditure
  - copy all correspondence into a word document as a record of application

### Monthly

- Receive invoices from service providers
  - Enter details onto individual record
  - Check calculations
  - Make payment via online banking
  - Ask second signatory to authorise
  - Enter details onto income and expenditure report
- Receive bank statements
  - Reconcile bank statement to income and expenditure report
- Monitor funds available for grants
  - Reconcile unused funding to individual funding records

### Annually

- Year End accounts and reports
  - Use information on income and expenditure report to produce year end accounts
  - Provide information for Treasurer to produce Annual Report
- Claim any Gift Aid
- Set up spreadsheet for the new financial year
- Budgetting – with input from Treasurer
  - Prepare 3 year budget and review periodically with Treasurer
  - Identify sources of funding and amounts
  - Identify likely expenditure in terms of number of schools and pupils and number of individuals SSF wants to support
  - Identify likely other expenditure – web, printing, brand etc

## **Ad Hoc**

- Place orders
  - Arrange payment either through online banking or through personal account and claim reimbursement
  - Enter details onto income and expenditure report
- Receive ad hoc invoices
  - Check goods/services received
  - Make payment via online banking
  - Ask second signatory to authorise
  - Enter details onto income and expenditure report
- Email parents and students for testimonials and pictures
- Amend Funding Policy as and when required to ensure it reflects current practice
- Amend Cash Handling Policy as and when required to ensure it reflects current practice
- Receive donations either by cheque or through collection boxes
  - Take collection box to bank – count through bank’s cash counting machine
  - Transfer cash from my bank to charity bank
  - Bank cheques
  - Enter all donations onto income and expenditure report
- Maintain individual records
  - Periodically email students who are not taking lessons to advise funding may be withdrawn for reallocation if not used
  - Archive records where funding is finished
  - Amend funding spreadsheet for any over or underspends

## **Non Finance**

- Circulate electronic copies of agendas and supporting documents for meetings
- Take minutes of meetings, write up and distribute
- Follow through any actions identified for the Admin role
- Keep copies of meetings minutes and supporting papers as the Foundation’s record
- Keep copies of any email votes/ agreements as the Foundation’s record
- Keep up to date with Governance reporting and procedure requirements
- Make amendments to policies as directed by Governance Trustee
- Provide Admin support to Trustees as required
- Any additional duties as agreed by the Trustees