

Schedule 1 Job Description

Job Title: Finance Administrator

The Role

Based at our office in Rutland Square, Edinburgh you will work closely with our senior management team and wider team to provide comprehensive finance administrative support.

The purpose of this role is to provide an efficient and effective accounting support function to both the Cyber and Fraud Centre and Cyber and Fraud Hub.

Responsibilities

Financial Management

- Oversee daily financial operations, including processing, supplier invoices, receipts, payments, expenses, credit card reconciliation, bank postings and reconciliations
- Managing any grant claims
- Reconcile bank statements and monitor organisations cash flow and maintaining accurate financial records and ledgers on company systems
- Support in the preparation VAT returns and support month-end reporting
- Handle supplier and customer queries
- Support budgeting and financial forecasting

Reporting

- Prepare monthly and quarterly financial reports, ensuring timely and accurate reporting to management.

Budgeting

- Assist in the preparation of budgets and forecasts, monitoring expenditures and ensuring adherence to financial plans.

Compliance

- Ensure compliance with financial regulations and internal policies, preparing for audits.

Collaboration

- Work closely with other departments to support financial planning and decision-making processes, providing insights based on financial data analysis.
- Liaise with external accountants as needed

Any other duties as required.