



ASCENDANCE.ORG.UK

**Job Title:** Finance Administrator

**Location:** Home Working

**Employment Type:** £26,000 Pro Rata (£10,400 2 days per week) 1-year initial contract. Exact working days/hours to be agreed upon appointment. This is advertised as a PAYE role though we are open to consider freelance arrangements.

**Reports To:** Artistic Director

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**Job Summary:** We are seeking a detail-oriented and highly organised **Finance Administrator** to join our team. The ideal candidate will play a key role in managing financial operations, maintaining accurate records, and ensuring smooth processes across multiple project strands. Proficiency in QuickBooks is essential for this role, as well as strong multitasking abilities to support the organisation's diverse activities.

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**Key Responsibilities:**

- **Financial Management:**
  - Manage day-to-day financial operations, including accounts payable, receivable, and general ledger reconciliation.
  - Process invoices, monitor payments, and ensure timely billing and collections.
  - Maintain and reconcile company financial records using **QuickBooks**.
  - Track expenses, analyse budgets, and report on variances across multiple projects.
- **Project Financial Support:**
  - Oversee and monitor financial aspects of various project strands.
  - Provide accurate cost analysis, budget updates, and financial forecasts for ongoing projects.
  - Support project managers with budget creation, financial reporting, and expenditure tracking.

- **Reporting and Analysis:**
    - Prepare monthly, quarterly, and annual financial reports.
    - Assist in the preparation of financial statements and support audits as needed.
    - Analyse financial data to identify trends, variances, and cost-saving opportunities.
  - **Day-to-Day Administrative Support:**
    - Monitor participant subscriptions and onboarding, working with the team to keep registers and payment information up to date.
    - Adhere to GDPR regulations by ensuring data is managed securely and confidentially.
    - Support senior management with administrative tasks related to financial and operational processes.
  - **Administrative Support:**
    - Ensure compliance with company policies and relevant regulations.
    - Collaborate with internal and external stakeholders to resolve financial queries efficiently.
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#### **Required Qualifications and Skills:**

- Proven experience in a **finance or administrative role** with a strong financial focus.
- Proficiency in **QuickBooks** and other accounting software.
- Strong knowledge of financial processes, budgeting, payroll and cost management.
- Ability to work on multiple project strands simultaneously and meet deadlines.
- Excellent attention to detail, organizational, and analytical skills.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office Suite, particularly **Excel**.

#### **Preferred Qualifications:**

- Previous experience working in a project-based or multi-strand environment.
- Relevant qualification in **Finance, Accounting, Business Administration**, or a related field.
- Familiarity with financial reporting requirements and audit processes.

## **How to Apply**

Please send a CV (maximum 2 pages) and Cover Letter (maximum 1 page) or video (maximum 5 minutes) outlining your interest in the role, your relevant experience and how you meet the qualifications and experience outlined above, as well as details of two references to [recruitment@ascendance.org.uk](mailto:recruitment@ascendance.org.uk)

Please also include with your application a completed Equality and Diversity Monitoring Form, available here: <https://forms.gle/uG61JmLS8FMPq2Kk8>

**Deadline for applications:** 12pm Friday 21<sup>st</sup> March

Interviews will be held via Zoom during the week of 24<sup>th</sup> March. Applicants will be shortlisted based on how well they match the person specification, as well as their passion for the role and organisation and commitment to working for and with our community.

Ascendance runs a guaranteed interview scheme to anyone who is D/deaf and/or disabled who meets the selection criteria. Please include in your information if you want us to take into account any information that qualifies you for this scheme.

## **About Ascendance:**

Ascendance is a creative charity, dedicated to health and well-being, offering dance classes and performance opportunities with our inclusive community company Fuse Dance Collective. Whether in a local community venue, a care setting or on the internet via Zoom, Ascendance provide a welcoming and friendly community with a sense of belonging and joy.

<https://ascendance.org.uk/>