



## **Finance Coordinator: Role Specifications**

(8 hours per week)

### ***Brief:***

Manage the bookkeeping and bank accounts of the Bristol Cable, and advise Cable coordinators on financial developments

### ***General:***

- Attend general co-op meetings whenever possible
- Have a strong understanding of Cable brand and principles
- Have a strong understanding of the Cable's overall activities including strategy and activities
- Participate in co-op decision making and team-building (coordinators meetings, working groups, training) within weekly hours.
- Take opportunities to increase membership and activities of the Bristol Cable

### ***Specific***

- Check for incoming invoices on a regular basis; process all purchase invoices using Xero (accounting system) and keep orderly and accurate records of all financial transactions
- Ensure outgoing payments are scheduled and paid in good time, and that Accounts Payable are in good order
- Communicate effectively with the Operations team on financial matters, including to request payment approval where necessary
- Import and reconcile bank account transactions using Xero, and ensure all payments are documented and accounted for
- Communicate effectively with the team - and particularly with the Advertising Coordinator - in order to produce sales invoices
- Maintain credit control: keep track of incoming payments and follow up overdue Accounts Receivable
- Ensure the Chart of Accounts is fit for purpose and in good order
- Prepare quarterly accounts reports (infographic) for the Directors' meeting
- Prepare and send off quarterly VAT returns
- Coordinate with the Cable accountant for the production of annual accounts
- Support coordinators with event-based finance support, such as floats and petty cash

- Liaise with coordinator team for budgeting and medium/long term financial planning.
- Inform coordinators of expected absences with good notice to enable this important role to be covered where necessary

*Not required but preferable*

- Experience of setting up and managing a PAYE system and pensions.

**Pay:**

(8 hours per week)

- Cable rate (Minimum wage £7.50 for 75% of hours worked. The rest is expected to be worked voluntarily.)
- £180 per calendar month