



the rainbow centre

supporting people who are homeless, vulnerable or in crisis

Job Description: Finance Administrator

Responsible to: Chief Executive Officer

To provide efficient and accurate financial administration support to The Rainbow Centre, ensuring that financial records, payroll information, DBS records and supporting documentation are maintained effectively. The postholder will support the Centre Manager and act as a key liaison with the charity's external accountants, helping to ensure robust financial administration systems are maintained.

Key Responsibilities

Finance Administration

- Maintain organised and accurate financial records using QuickBooks.
- Record and monitor purchase invoices, sales invoices, receipts and financial documentation.
- Raise sales invoices accurately and in a timely manner.
- Monitor outstanding invoices and support the timely collection of income.
- Prepare financial information and supporting documentation for the charity's external accountants.
- Administer payroll processes, including maintaining payroll records, collating payroll information and liaising with payroll providers as required.
- Maintain records of grants, donations, sales income and other income received.
- Reconcile financial records against bank statements and supporting documentation.
- Maintain petty cash records and supporting documentation.
- Support Gift Aid administration and record keeping where applicable.
- Process DBS applications and maintain accurate and confidential DBS records for staff and volunteers.
- Ensure financial records are maintained in accordance with charity policies and regulatory requirements.
- Assist the Chief Executive Officer with financial administration and reporting requirements as required.

General

- Work in accordance with the charity's policies and procedures.
- Promote the values and objectives of The Rainbow Centre.
- Attend staff meetings, training and supervision sessions as required.
- Undertake other duties appropriate to the role and hours of work.

The Rainbow Centre | Parish House | Castle Road
Scarborough | North Yorkshire | YO11 1TH

Patrons: St Alan Ayckbourn CBE & Lady Heather Ayckbourn - The Mayor of Scarborough - The Archbishop of York



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Person Specification

Essential

- Experience in a finance or bookkeeping role
- Experience of maintaining accurate financial and payroll records.
- Good working knowledge of QuickBooks or similar accounting software.
- Good IT skills, including Microsoft Office applications.
- Excellent attention to detail and accuracy.
- Ability to organise and prioritise workload effectively.
- Ability to work independently and use initiative.
- Good written and verbal communication skills.
- Ability to handle confidential and sensitive information appropriately.

Desirable

- Experience of working within the charity, voluntary or community sector.
- Knowledge of payroll administration processes.
- Knowledge of Gift Aid administration.
- Experience of working with external accountants or payroll providers.
- Experience of processing DBS applications.

Terms and Conditions

- 10 hours per week, with flexibility regarding working days and times.
- Salary: £13.90 per hour.
- Annual leave entitlement in accordance with The Rainbow Centre's policies.
- Appointment subject to satisfactory references.
- The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.

Equality and Diversity

The Rainbow Centre is committed to equality, diversity and inclusion and welcomes applications from all sections of the community.

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