Job Description

Job Title:	Finance/Admin Assistant
Location:	Wolverhampton, with regular travel to other sites across Birmingham and Walsall.
Reporting To:	Junior Finance Manager
Salary and benefits:	£26,500- £28,500 per annum, depending on experience, pro rata for part-time hours.
Hours:	The role is available on both a full-time and part-time basis, with a minimum requirement of 21 hours per week for part-time hours.
Contract:	Fixed-term
Probation period:	6 months'
Annual Leave:	21 days + statutory bank holidays and one concessionary day

Purpose and Scope of the Role

Job purpose:

To support the Finance Team in all aspects of the finance function and be responsible for the financial administration of the team's daily activities, while also supporting the wider organisation with general administrative duties.

The postholder will maintain accurate financial and administrative records and assist with the preparation of financial reports and month-end processes as required by the Senior Financial Controller. They will provide efficient support across a range of finance and administrative functions, ensuring that tasks are completed accurately and in a timely manner.

The successful candidate must be able to communicate effectively with internal and external stakeholders, work collaboratively as part of a team, and use their own initiative when working independently. The role requires excellent organisational skills, a high level of accuracy and strong attention to detail.

Finance Responsibilities

The post holder will have at least 2 years' in-depth Admin & Book-keeping experience which includes:

- Supporting the Financial Controller and Finance Officer with finance related projects.
- Book keeping, including bank reconciliations, sales and purchase ledger maintenance.
- Assisting the Junior Finance Manager to record and monitor and track income and expenditure and maintaining balanced and highly accurate records using QuickBooks.
- Regular use of Excel to assist with maintaining and updating financial and admin documents.
- Regular use of Word to send communication out to stakeholders

- Maintaining petty cash for the petty cash. accounts for Volunteers' expenses and general petty cash accounts for all sites.
- Meter readings collation and submissions for the utilities for all the RMC sites.
- Ordering equipment and stationery using the correct process and negotiating with suppliers as well as matching invoices to delivery notes.
- Monthly supplier statement reconciliations as well as liaising with suppliers to deal with any discrepancies.
- Analyse staff expenses in line with the organisation's policy.
- Assist in the weekly payment runs to suppliers through faster payment matching, batching, coding, and posting supplier invoices
- Supporting the Senior Financial Controller and Junior Finance Manager with month-end reporting.
- Filling and scanning documents

Project Administrative Support

- Providing administrative support for project work across the organisation, working with colleagues in different departments to support the delivery of projects and agreed activities.

- Maintaining project-related records, documents, trackers and spreadsheets, ensuring that information is accurate, up to date and easily accessible.
- Supporting colleagues with the preparation and collation of project information, reports, presentations and other relevant documentation.
- Assisting with monitoring project actions and deadlines, following up with relevant colleagues where required and providing updates to project leads.
- Coordinating administrative arrangements for project meetings, events and activities, including room bookings, communications and distribution of relevant documents.
- Liaising with internal departments to support the smooth administration and delivery of project activities.
- Assisting with the collection, collation and organisation of project data and information to support monitoring, reporting and evaluation.
- Providing general administrative support to other departments as required in connection with organisational projects and initiatives.
- Assisting with other administrative tasks and providing support to staff across the organisation as required.

Essential Skills and Experience

- Minimum of 2 years' experience in an equivalent finance position.
- Practical experience of bookkeeping and financial administration.
- Practical knowledge and experience of using QuickBooks.
- Excellent knowledge of Microsoft Excel, particularly for maintaining and working with financial spreadsheets.
- Good working knowledge of Microsoft Word and other Microsoft Office applications.
- Highly computer literate and confident in learning and using financial and administrative systems.
- Accurate data entry and record-keeping skills.
- Systematic approach to work, with a high level of accuracy and attention to detail.
- Ability to organise and prioritise a busy workload and meet deadlines.
- Ability to work effectively as part of a busy and diverse team.
- Good standard of written and spoken English.
- Ability to maintain confidentiality when handling financial and organisational information.
- Ability to communicate effectively with colleagues, suppliers and other stakeholders.
- Ability to provide administrative support across different departments and assist with organisational project work.

Desirable Skills and Experience

- Experience of working within the community or charity sector, or within a developing organisation.
- Familiarity with project funding and the requirements of charity sector funders.
- Experience of providing administrative support to projects or working across different departments.
- Experience of supporting month-end financial processes and reporting.
- Experience of working with supplier invoices, reconciliations, expenses and payment processes.
- Knowledge or experience of working with charity or project-related financial records.

Flexibility

In order to deliver the stated aims of this post, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. This could include data, administrative and/or project support to other cross-organisational departments. Such duties will fall within the scope of the job within the appropriate pay grade. The job description will therefore be subject to periodic review with the post holder to ensure it accurately reflects the duties that are being performed.

What we hope you'll do next

We are keen to hear from all candidates whose skills and experience fulfil the criteria set out above. Please complete the application form, indicating where you first saw the job advertisement and demonstrating your professional fit with the role. To apply for this role, send your application by using the link below.
https://app.hbhr.io/job-application/external/43ad5eed-d60e7323-ef55044d-4a5758b0

Equal Opportunities

We're an equal opportunity employer, which means we'll consider all suitably qualified applicants regardless of gender identity or expression, ethnic origin, nationality, religion or beliefs, age, sexual orientation, disability status or any other protected characteristic. We recruit and develop our people based on merit and their passion for creating better outcomes, and we're committed to creating an inclusive environment for all employees.

Closing Date: Tuesday 20th October 2026

We reserve the right to close this vacancy early, if we receive enough suitable applications to take forward to interview prior to the published closing date.

Please note that RMC is not a sponsoring organisation. If your visa requires an extension within the next 12 months with the support of employer sponsorship, the RMC Charity is unable to provide assistance with this.