**Job Description - Finance & Project Administrator**

**Reports to: Administration Manager**

**Primary Functions**

- Assist the Finance Manager to correctly report on the performance of the company and to comply with appropriate financial legislation and common practices.
- Understand the tasks and role of the Finance Manager and undertake financial tasks as directed by the Finance Manager.
- Undertake processing of receipts and invoices in accounting software.
- Process timesheets for payment of staff within payroll software.
- Develop standard office operating procedures and policies related to your role.
- Develop reporting systems and templates to assist staff understand productivity and project profitability.
- Respond to requests for financial or office information promptly.
- Enhance client relationships.
- Monitor project delivery.
- Control budget, keep the financial management system up to date.
- Provide support to our senior technical staff (Job Managers) by monitoring financial performance, providing financial analysis of jobs and ensuring contractual arrangements are complete.
- Assist the Administration Manager with the delivery of one-off project work.

**The role includes but is not limited to the following tasks:**

- Maintain and be responsible for the company’s accounting and payroll software and the quality of the data in the software.
- Maintain contractual records and documentation such as the detailed business requirements, pricing schedule and client contact information, for each job.
- Ensure agreed job contracts are communicated to all relevant parties to provide contract visibility and awareness, and contract interpretation to support implementation.
- Monitor transaction compliance (milestones, deliverables, invoicing etc.) and communicate with the job manager as required.
- Calculate Work in Progress (WIP) on jobs on an ongoing basis and inform job managers of variance from budget.
- Provide job-cost reporting to job managers and discuss implications of financial analysis results.
- Ensure full review of contracts are undertaken post completion to identify positive and negative aspects of the job looking for opportunity to add value or eliminate costs in future contracts.
- Monitor job satisfaction through client survey results.
- Assist with researching and recommending solutions for one-off project work and assist with the implementation of agreed solutions.
- Understand and adhere to the company code of conduct and policies.
**Overall Objectives**

- Responsible for understanding the office’s needs, and managing the office processes including financial processes to increase productivity, statutory compliance and increase administration knowledge throughout the wider team.
- Develop client and staff relationships through regular communications relating to management reports. Anticipate needs and respond to requests in a timely and professional manner. Liaise with the senior management team and clients.
- Provide financial and project management support, and feedback to professional, technical and support staff when required.
- Fully brief staff on administration requirements, priorities, deliverables and target dates.
- Foster and facilitate the harmonious working relations between staff members, the development of teamwork and development of individual team members, provide clear directions, support and communication.
- Assist the Job Managers to manage costs on jobs so that work is carried out within the approved budget.

**Key Performance Indicators**

- Client, staff, board and senior management team satisfaction.
- Teamwork, cooperation, open communication, coaching of staff.
- Meeting reporting deadlines.
- Developing proposals for identifying problems and developing robust solutions for implementation.
- Implementing solutions.

**Personal Competencies**

The person for this role is expected to:

- Be a trustworthy team player.
- Excellent attention to detail.
- Highly developed communications skills, both oral and written, open communication.
- The ability to think outside the square.
- Good people relationship skills.
- Able to manage several jobs at once and determine priorities.
- Strong judgement and decisiveness.
- Ability to influence others, good negotiating skills.
- Able to work unsupervised when required.