

# Yorkshire Dales Millennium Trust

## Job Description: Finance Administrator

November 2021



<b>Position:</b>	<b>Finance Administrator</b>
<b>Responsible to:</b>	<b>Finance Manager</b>
<b>Location:</b>	<b>YDMT Offices, Clapham, North Yorkshire</b>
<b>Salary:</b>	<b>Band: 18,712 - £20,664</b>
<b>Job Purpose:</b>	<b>Support the Finance Manager in finance and administration duties</b>

We are a small charity doing big things to help to protect and enhance the People, Landscape and Wildlife of the Dales.

Over the last 24 years we have delivered diverse and inspirational projects. Our vital work has helped to plant 1.5 million trees and secure the future of more than 800 hectares of wildflower hay meadows, creating habitats for our wildlife and combatting climate change. We're passionate about inspiring disadvantaged groups and future generations to care for this special part of the world.

### OUR VALUES GUIDE EVERYTHING WE DO

- **Enabling** – We make real practical things happen and are approachable, collaborative and inclusive, valuing people's opinions in everything we do
- **Caring** – We are passionate about supporting the people, landscape and wildlife of the Yorkshire Dales and are committed to being sustainable
- **Creativity** – We thrive on new challenges and act with entrepreneurial spirit in order to make a positive difference to this special area
- **Honest** – We always act with integrity and are open, clear and fair

### HOW WE WORK

- We deliver projects
- We raise and distribute funds to enable our partners and individuals to deliver projects
- We work in partnership to deliver the maximum charitable benefits to the area

### Main responsibilities:

- a) Support the finance manager in the delivery of the Trusts and its subsidiary, accounting and administrative systems – to include such tasks as recording daily transactions including sales and purchase ledger
- b) Support the administration of capital grants including data inputting, generating claim forms and processing.
- c) Support YDMT team by generating financial reports from SAGE as requested
- d) Maintaining vehicle mileage records, maintaining petty cash systems.
- e) Administrative assistance to other staff as agreed with line manager

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## 1. General

- a) Carry out duties with due regard to the well-being and safety of others at all times.
- b) All staff members are expected to volunteer to support and assist at the occasional evening and weekend event.

This is not intended to be a full description of duties and the post holder may be required to perform any other duties commensurate with the nature of the post as deemed appropriate and by agreement with the Chief Executive.