



**Job title:** Finance Administrator  
**Company:** British Footwear Association  
**Website:** <https://britishfootwearassociation.co.uk>  
**Location:** Kettering  
**Responsible to:** CEO

The British Footwear Association or BFA to use our shorthand name, is a membership association which represents a wide range of members in the British footwear sector including design, retailing, manufacturing, sourcing, distribution and services. This £16 Billion Industry is a vital part of the UK economy and employs several hundred thousand staff. The BFA exists to represent footwear businesses big and small, it offers advice, education and representation to its members to help the company achieve sustainable and profitable growth.

#### **Main Purpose of the Job:**

As the Finance Administrator you will take responsibility for the Finance Administration of the BFA. This interesting and varied part - time role, (up to 20 hours per week) is office based and you will have the chance to make the job your own. We are looking for applicants who have worked in a similar operational role ideally within a membership organisation or professional services business.

#### **Main Responsibilities:**

To maintain efficient and effective Finance processes that support the activities of the BFA. Your responsibilities will include maintaining financial systems.

#### **Finance Administration**

- Maintain books of account to an accurate and high standard utilising accounting Xero software.
- Process Customer (Members & Partners) and Supplier invoices.
- Recording of Shoe School invoices
- Administer credit control and active chasing of outstanding invoice payments.
- Administer and reconcile of Go Cardless, Stripe & Paypal
- Setting up Direct Debits for new Members/ Partners
- Manage cash flows (actual and forecast)
- Reconcile the BFA bank accounts.
- Prepare monthly management accounts.
  - Review all accounting entries in Xero and ensure they are correctly allocated
  - Raise journals for Accruals and Prepayments
  - Maintain the balance sheet reconciliations in excel, ensuring they tie to Xero at the end of each month
  - Download Xero reports into management accounts presentation for the board (P&L and B/S)
  - Update membership report and investment summary in the management accounts presentation
  - Update management accounts presentation with variance commentary
  - Review with CEO / Finance NED ahead of board meeting
- Assist with Budget processes
- Oversee the payroll supplier/provider and ensure National Insurance and other payments are managed correctly.
- Maintain and manage the relationship with the BFA chosen bank.
- Prepare financial information for BFA accountants to prepare for Audit.
- Update Companies House with required changes as necessary.
- Managing employee expense claims.
- Capture Member / partner payments in Zoho (CRM)

- Administer and control Referral codes for members and partners
- Keep BFA Domains up to date (123-Reg)
- Maintain Company Registers and keep Companies House up to date.

### **Skills and Experience**

- Formal qualifications are not required, although book-keeping qualifications would be desirable.
- Experience of administration and book-keeping is essential.
- Proficient with cloud-based book-keeping software, we use Xero.
- Strong IT skills, excellent understanding of Microsoft Office Suite, including Excel, SharePoint, Word and Outlook at a moderate level.
- Be familiar with HMRC requirements.

### **Personal Attributes**

- Highly organised, strong administration skills, a self-starter with natural problem-solving skills.
- Well-developed project management skills to plan, prioritise and balance, maintaining momentum on multiple and sometimes competing priorities and tasks.
- Capable of summarising complex information and making it accessible for others.
- Exceptional attention to detail demonstrating high standards.
- Excellent written and verbal communication skills.
- A confident communicator capable of connecting with Members and Partners.
- Self-motivated, with a 'can-do' attitude work independently on own initiative.
- Ability to work as part of a small team, a good team player who believes in customer service.
- Takes personal responsibility to make themselves an amenable, compatible and effective team member with the ability to build effective relationships with colleagues.
- Able to maintain confidentiality.
- A willingness and desire to learn is essential.

### **Hours:**

Flexible working hours available

Up to 20 hours per week, 3 days a week within office hours