



Job Description

Finance and Administration Assistant Role: Permanent, part time

The Saundersfoot Harbour Board of Commissioners have led a substantial investment strategy to develop the existing new Harbour facilities into the Wales International Coastal Centre. To support these new facilities the Harbour, requires a finance and administration assistant to join its team. The ideal candidate would be able to demonstrate experience and knowledge in the following areas: -

Primary Responsibilities in support of the Finance and Administration Officer: -

1. Financial Responsibilities

- Ensure cash takings are recorded and maintained on a weekly basis.
- Assist with cash collections
- Referencing, matching and coding invoices, raising queries with appropriate manager, gaining approval for payment and filing neatly and in order.
- Assist with banking duties as required by Finance & Administration Officer.
- Take payment for services received from members of the public and commercial tenants and record appropriately.
- Issue, process and check invoices for review by Finance & Administration Officer.
- Maintain records of invoices in accordance with the Harbours policies and procedures.
- Assist with petty cash, invoices and financial transactions as required by Finance & Administration Officer.
- Assist in maintaining financial controls.
- Assisting with credit control.
- Assist with internal audits and the preparation of accounts and returns as required by Finance & Administration Officer.

2. Administrative key duties: -

- Assist with the organising of meetings, preparation and distribution of documents where required.
- Support the Finance & Administration Officer in responding to correspondence both in written and electronic format.
- Maintain the Harbour's electronic and paper filing system.
- Record, maintain and monitor spreadsheets.
- Record, maintain and monitor database information.
- Record and distribute incoming and outgoing mail on a daily basis.
- Assist staff, colleagues and visitors and direct to most appropriate staff member if unable to resolve independently.
- Competent in taking and writing up meeting minutes.
- Deputising for the Finance & Administration Office at in-house team meetings.
- General administrative tasks as required to support the Finance & Administrative Officer and Senior Management as required.

3. Person Specification

Experience in: -

- Working with financial and administrative systems.
- Providing administrative support in a busy and dynamic environment.

- Answering enquiries from members of the public face to face, over the phone or online.
- Taking card and cash payments.
- Maintaining databases and information systems (desirable).

Skills: -

- Excellent level of numeracy, accuracy and attention to detail in preparing and entering financial data into spread sheets and other software.
- IT literate including Microsoft Word, MS Excel and financial software systems.
- Good administrative skills.
- Excellent communication, written and interpersonal skills.
- Excellent organisational and time management skills.
- Tact, patience and discretion including the ability to maintain a sensitive, confidential and professional approach towards colleagues, and customers.
- Approachable and able to work with a diverse range of people

Competencies: -

- Produces accurate and clearly presented information within required timescales.
- Confident, polite manner and actively listens in order to take and relate accurate information appropriately and checks information for accuracy.
- Organised, neat and methodical work ethic.
- Communicates accurately and clearly both in writing and verbally.
- Treats all staff, colleagues and visitors with dignity and respect and offers a polite, professional service to all.

Qualifications: -

- A relevant qualification in one of the following disciplines - Finance / Administration or appropriate relevant experience. (desirable)