



ICGN

International Corporate Governance Network
Inspiring good governance & stewardship

**ICGN Job Description
Finance Administrator**

Report: ICGN Finance Director
Type: Permanent (Full time)

This position supports both finance and membership functions of the ICGN

Membership

Assist with the renewals process: help administer ICGN membership including new applications, renewals and retirements including invoicing and payments whilst ensuring records are accurately maintained and promptly responding to member enquiries.

Recruitment: Assist in the management of records and help administer the raising of invoices for new ICGN members

Update regularly the CEO and finance staff on membership statistics, complete detailed analysis of membership trends.

Assist in keeping in regular contact with the membership to ensure they feel fully engaged with the ICGN.

Finance

Accounts payable:

Ensure that office related accounts payable are paid in a timely manner and that accounts receivable are collected promptly; batch income and expenditure and verify with bank statements prepare payments to be approved and paid by the Finance Director.

Procedures

Assist in the logging, categorising and record all invoices electronically, and archive materials as appropriate.

Administer expenses especially credit card expenses on behalf the team.

Office management

Assist in providing general office support including photocopying; answering the telephone, couriering documents, IT / printer queries; and maintaining stationery stocks and supplies

Data Management

Assist in the data collected by ICGN and assist in ensuring compliance with GDPR – this extends to ICGN membership, ICGN employees, ICGN Board and other stakeholders, while keeping accurate data records including for membership recruitment, retention, attrition, and growth.

Communication

Assist in the regular updating of the ICGN website relating to membership, assist in the administration of members surveys and other member related matters.

Other

Perform other duties from time to time in accordance with the needs of the ICGN.

Skills, knowledge, and experience

Must have experience of using accounting packages, and understanding accounts, be training for an accounting qualification.

Must have customer facing experience

Must be computer literate, using Office 365 and other and data base packages

Have the ability to multi-task, attention to detail, information and monitoring, communication skills, confidentiality, integrity.