

**Job description**

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| **Role Title** | Finance Administrator |
| **Salary Scale**  | £11 per hour |
| **Hours** | 20 hours per week (to be worked across 5 days) |
| **Location** | Safe & Sound Group |
| **Responsible to**  | Business Manager |
| **Other Considerations** | All successful applicants are subject to an Enhanced DBS (Disclosure & Barring Service) check |

**Purpose of Post**

* Financial support and administration including book keeping on the Xero accounts system, maintaining databases, data entry, office support and housekeeping.
* Provide a professional, approachable, efficient and effective support to Safe & Sound in all aspects of administration associated with the running of the general office at Safe & Sound.
* Provide Executive Support to the Management Team.

**General Team Administration**

1. Provide administrative support:
	1. To the Business Manager, including all aspects of bookkeeping using xero raising purchase orders processing invoices and supporting payroll.
	2. To the CEO and Business Manager, including typing up actions from case management meetings, inputting data as required onto the case management database, and manipulating data from the case management database.
	3. Through the processing of confidential employment data as required from time to time.
2. Maintain the purchase order system in Excel / Xero and keep an accurate and correct accounting information.
3. Coordinate and administer requests from all Safe & Sound staff for travel and accommodation.
4. Processing customer training bookings including keeping a record of bookings, sending out booking confirmations, inputting data and feedback from training events etc.
5. Inputting and extracting performance data on relevant systems.
6. Ensure that appropriate general administrative duties are appropriately covered.

**Executive Administration**

1. Support the preparation of Trustee and partnership meetings - liaise with CEO, trustees and staff as required to make arrangements for meetings, including booking meeting rooms, venues.
2. Internal Meetings & Events - coordinate materials, people and room requirements for internal meetings – circulating agendas, collating papers and managing diaries, taking minutes and following up on actions.

**Office Administration**

1. Ensure that incoming calls to Safe & Sound are answered in a professional, polite and timely manner.
2. Ensure that housekeeping and office policies are applied and adhered to, including maintenance of kitchen and cleaning supplies, to ensure that the office is tidy and free of hazards at all times.
3. Ensure incoming post is appropriately processed each day.
4. Responsible for outgoing post including dealing with enquiries regarding postage issues and arranging supplies for postage as necessary.
5. Responsible for incoming and outgoing deliveries, including arranging courier collections.
6. Maintain supplies of general stationery at the office and liaise with suppliers to make good use of discounts and bulk orders.

**General Duties and Responsibilities**

1. To contribute effectively as a member of the staff team towards the development of Safe & Sound ’s work.
2. In consultation with your line manager, to attend any relevant training identified as required to support you in your role.
3. To attend regular supervision sessions
4. Participate in team meetings and other essential meetings.
5. To work within the policies, procedures and practice guidelines of Safe & Sound.
6. Contribute to the development of service policies, protocols, guidelines and strategies within area of practice as necessary
7. To carry out other duties, which may be assigned from time to time by the Management Team.
8. Demonstrate a flexible approach to working hours.
9. To promote equality and positive attitudes by ensuring that Safe & Sound Derby’s equality and diversity policy is understood and fully implemented
10. Strictly abide by the confidentiality clause referred to in contract of employment
11. As an employee you have a responsibility under the Health and Safety at Work Act 1974 to:
	* Take reasonable care of yourself and others at work ii) Co-operate with Safe and Sound Derby to ensure the laws relating to health and safety are not broken. iii) Report any problems or concerns about health and safety to the manager in the area in which you are working.

**Scope of Job Description**

This job description above reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the post holder.

**Person Specification** 

**Finance Administrator**

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| **ESSENTIAL** | **ESSENTIAL / DESIRABLE** |
| **1. Knowledge / Qualifications** Good standard of maths and English GCSE or equivalentOffice administration or secretarial qualificationsEmergency First Aid at Work and/or Fire Warden training | EssentialDesirableDesirable |
| **2. Experience** Experience in handling confidential and/or sensitive information Experience in Xero / Sage or other online accounting systems Advanced use of Excel including formulas and pivot tables | EssentialEssentialEssential  |
| **3. Skills**Be highly organised with the ability to meet deadlinesProficient in the use of Microsoft Office® or equivalent, in particular: Word, Excel and Outlook. Able to develop manage and interrogate databasesAbility to use Xero or equivalent financial management software.Be an excellent communicatorHave a flexible approach, able to act on own initiative, meet deadlines, organise own workload, set priorities and delegateAble to build and maintain good working relationships with colleagues to foster team spirit, commitment to the team and achievement of shared goals. | EssentialEssentialEssentialEssentialEssentialEssential |
| **4. Circumstances**Willing to undertake required professional training in line with industry standards (this may necessitate a personal time commitment)Able to work unsociable hours.  | EssentialDesirable |
| **5. Values** Be able to show an understanding of and commitment to, the promotion of service delivery in an inclusion frameworkA keen desire to work within the charitable sector | EssentialDesirable |

**Safe & Sound Group**

**Core competencies**

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| **Communication**The ability to interact and communicate effectively skills with a range of audiences, both at a written and spoken level.* Speaks clearly and concisely
* Listens without interrupting
* Uses appropriate body language and tone of voice
* Adapts style (written & spoken) to suit audience
* Avoids jargon
* Presents information in a way that others can understand
 | **Results**The ability to put in the necessary effort to achieve results and remained focused during testing periods.* Able to act on own initiative
* Meet agreed deadlines
* Organise own workload, with minimal direction
* Recognises what needs to be done & does it
* Remains motivated and focused despite setbacks or distractions
* Puts in extra effort, when necessary
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| **Problem Solving & Decision Making**Ability to analyse and resolve problems in a timely and appropriate manner.* Explores the issue from a number of angles
* Digs beneath the surface to identify the real issue
* Work with ambiguity
* Avoids getting bogged down in detail
* Makes timely an appropriate decisions
* Recognises the wider impact of decisions
* Where appropriate, involves those who are affected by decisions
 | **Effective Relationships**Ability to form supportive, empowering relationships with others, including young people.* Treats people with respect
* Builds on common values/purpose
* Shows empathy
* Demonstrates confidence in others’ abilities
* Avoids creating dependency
* Manages conflicts when needed
* Actively seeks ways to work with others
* Work collectively to achieve goals
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