

# JOB DESCRIPTION

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|------------------------|---|
| <b>POST TITLE:</b>     | <b>Finance and Project Administrator</b>  |
| <b>SALARY:</b>         | <b>£7,418.32 (FTE £18,545.80)</b>   |
| <b>HOURS:</b>          | <b>14 hours per week</b>  |
| <b>CONTRACT:</b>       | <b>Fixed 2.5 Year Contract (extension subject to funding)</b>   |
| <b>LOCATION:</b>       | <b>Kath Locke Centre, 123 Moss Lane East, M15 5DD</b>   |
| <b>ACCOUNTABLE TO:</b> | <b>Services Development and Delivery Manager (SDDM)</b>   |
| <b>MAIN CONTACTS:</b>  | <b>CSUK Treasurer</b><br><b>CSUK Services Development and Delivery Manager</b><br><b>Volunteers</b><br><b>Service Users</b><br><b>Suppliers and Contractors</b><br><b>Other organisations (statutory and voluntary)</b> |

## MAIN DUTIES AND RESPONSIBILITIES:

### General Duties:

**To provide finance and project administrative support to the Services Development and Delivery Manager (SDDM) as directed. The main requirements of the role are:**

### Finance

1. Recording and banking of all sources of income using QuickBooks
2. Entering/recording all invoices using QuickBooks after authorisation by SDDM and scheduling payments thereafter
3. Managing all petty cash accounts for CSUK projects, i.e. being responsible for recording cash expenditure and reconciling petty cash accounts on a monthly basis
4. Dealing with queries from both CSUK staff and external bodies (i.e. supplier queries)
5. Issuing invoices for income as timetabled in the invoice schedule, updating the schedule and issuing reminders as and when necessary
6. Monthly bank reconciliations for all CSUK bank/credit card accounts
7. Assisting with activities in relation to PAYE including pension administration
8. Obtaining quotes as required and drafting purchase orders
9. Assisting SDDM in the preparation and paying of invoices as required
10. Assisting with the preparation of full monthly management accounts and regular cashflow projections for the Treasurer and Board of Trustees
11. Assisting with budget monitoring on a monthly basis
12. Assisting with the preparation of year end accounts
13. Maintain effective archiving system for financial and service user files

### **Administration**

1. To provide administration support:
  - re: organisation and delivery of our cancer support groups, cancer awareness sessions, events etc)
  - to the SDDM and Board of Trustees including filing, drafting letters and booking travel
  - to enable the smooth coordination of the organisation's volunteers
2. Assist as necessary with the organisation's external and internal communications including the website, newsletters
3. To organise and service Board, staff and volunteer meetings
4. To undertake any project administration as required
5. To carry out any other duties as and when directed by SDDM

### **Work Related Circumstances:**

1. Work in accordance with all CSUK policies, procedures and guidelines
2. Work in accordance to all relevant legislation such as health and safety in the work place
3. Undergo supervision with an identified Line Manager
4. Through supervision, to identify training needs and take development opportunities offered through the organisation
5. To work flexibly, there may be evening and weekend meetings for which time off in Lieu will be given
6. Post is subject to a DBS Check

There will be some travel for banking and occasionally for external meetings and visits to other CSUK project delivery sites.

**The above duties are not intended to be an exhaustive list, but an indication of the requirements of the post. The duties within this may be varied from time to time to reflect the changing needs of the organisation and its services.**

# PERSON SPECIFICATION

|  | ESSENTIAL/<br>DESIRABLE | ASSESSED                       |
|--|-------------------------|--------------------------------|
| <b>EDUCATION/QUALIFICATION</b>   |                         |                                |
| Good level of education  | E                       | Application Form               |
| A relevant administration and/or financial qualification e.g. AAT, NVQ 3   | D                       | Certificates                   |
| A willingness to undertake training in First Aid and other relevant health and safety-related courses  | E                       | Application Form               |
| <b>EXPERIENCE, KNOWLEDGE AND SKILLS</b>  |                         |                                |
| Previous experience of working in a finance function   | D                       | Application form / interview   |
| Good numeracy, literacy and IT skills  | E                       | Application Form/<br>Interview |
| Recent relevant experience in and understanding of a financial and administrative role   | E                       | Application Form/<br>Interview |
| Previous experience of data entry work   | E                       | Application Form/<br>Interview |
| Experience of using an accounting software e.g. QuickBooks, Sage   | E                       | Application Form/<br>Interview |
| Experience of handling and recording numeric information   | D                       | Application Form/<br>Interview |
| Experience of creating and maintaining spreadsheets, databases, letters and publications using IT systems and software such as Excel, Word, Publisher, etc | E                       | Application Form/<br>Interview |
| Attention to detail  | E                       | Application Form/<br>Interview |
| Excellent organisational skills (ability to prioritise own workload)   | E                       | Application Form/<br>Interview |
| Excellent administration skills  | E                       | Application Form/<br>Interview |
| Excellent communication skills and ability to communicate with people at all levels within the organisation and externally                                 | E                       | Application Form/<br>Interview |
| Ability to work on own initiative and part of a team   | E                       | Application Form/<br>Interview |
| An understanding of the voluntary sector   | D                       | Application Form/<br>Interview |
| An ability to prioritise the workload and deliver in a timely manner and with minimum supervision  | E                       | Application Form/ Interview    |
| Ability to handle sensitive information and has an understanding of confidentiality and personal boundaries  | E                       | Application Form/<br>Interview |

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|   |          |                                |
| <b>OTHER</b>  |          |                                |
| Ability to learn quickly on the job   | <b>E</b> | Application Form/<br>Interview |
| Ability to adapt to the changing needs of the organisation                            | <b>E</b> | Application Form/<br>Interview |
| Ability to work flexibly and meet deadlines   | <b>E</b> | Application Form/<br>Interview |
| Commitment to equal opportunities and anti-discriminatory practice                    | <b>E</b> | Application Form/<br>Interview |
| Be committed to working within the BME, disadvantaged and marginalised communities    | <b>E</b> |                                |
| Willingness to undertake training and a commitment to continuous personal development | <b>E</b> | Application Form               |
| Willingness to work flexibly and able to travel to different sites and venues         | <b>E</b> | Application Form               |

**Post holder must be willing to work in accordance with all CSUK policies & procedures, adhere to all health & safety regulations and other relevant legislation. The post holder will undergo regular supervision and work with Line Manager to identify their training and development needs.**