

## JOB DESCRIPTION

<b>POST TITLE:</b>	<b>Finance and Business Administration Officer</b>
<b>SALARY:</b>	<b>£17,103.36 (FTE £28,355.60)</b>
<b>HOURS:</b>	<b>21 hours per week</b>
<b>CONTRACT:</b>	<b>Fixed 2 Year Contract (extension subject to funding)</b>
<b>LOCATION:</b>	<b>Home and office based: Kath Locke Centre, 123 Moss Lane East, M15 5DD</b>
<b>ACCOUNTABLE TO:</b>	<b>Chief Executive Officer</b>
<b>MAIN CONTACTS:</b>	<b>CSUK Treasurer CSUK staff CSUK Volunteers Suppliers and Contractors External stakeholders</b>

### **MAIN DUTIES AND RESPONSIBILITIES:**

#### **General Duties:**

**To provide finance and business administrative support to the Chief Executive Officer as directed. The main requirements of the role are:**

#### **Financial transactions**

- Process all income (cash, cheques, online payments, bank transfers, credit cards, vouchers, standing orders, etc.), including donations, trading revenue, and fees or other income
- Process purchase invoices and issue payments according to established procedures
- Produce (non-trading) sales invoices, chasing payment if necessary, and process payments received
- Supporting the CEO to ensure there is an effective system of financial controls to protect the charity from losses as a result of fraud and error
- Administer petty cash

#### **Bank account management**

- Bank cheques and cash
- Receive statements and maintain records
- Prepare and complete monthly bank reconciliations
- Manage transfers between bank accounts and investment accounts as needed, in line with agreed financial and reserve policies

#### **Bookkeeping and financial records and reports**

- Enter all financial data on our accounting system (**Quickbooks**)
- Prepare management accounts in line with budget headings on a monthly basis, including explanatory notes, and share with our Trustees and CEO for the quarterly Board meeting
- Maintain financial records as required by regulations and for operational purposes
- Administration of Gift Aid and legacy income

### **Budgeting**

- Prepare annual spending projections for various projects
- Assist the CEO and Accountant with production of overall annual budget
- Turn annual income projections and spending plans into monthly forecasts, for use in monthly and quarterly management accounts

### **Audit**

- Manage year-end closing of accounts
- Work with our Accountant to prepare materials needed for annual audit
- Respond to all auditors' questions as required
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### **VAT**

- Prepare and submit quarterly VAT returns (reviewed by our Accountant) for the trading company

### **Business Administration**

- Ensure compliance with all relevant laws, policies, regulations, and internal systems
- Assist CEO with finance and business-related tasks or queries
- Assist the Treasurer, CEO and Accountant on all finance-related tasks as needed
- Participate in funding application bids, where necessary
- Advise on updating and improvement of CSUK's financial and business systems and policies as relevant
- Further develop and maintain centralised filing system
- Renew insurance, licences, mobile contracts
- Assist as necessary with the organisation's external and internal communications including the website, newsletters
- General duties to support the organisation, its projects and business as needed

### **Essential**

- Full or part accountancy qualification (ACA, ACCA or CIMA)
- Degree in accountancy, or equivalent
- Post qualification experience
- Relevant continued professional development
- Excellent verbal and written communication including report writing
- Knowledge and experience of accounting software (Quickbooks or similar), and a high standard of computer literacy
- Excellent numeracy and superb attention to detail and process
- Demonstrated ability to manage and prioritise a variable workload
- Excellent business administrative and organisational skills and the ability to plan effectively
- Commitment to CSUK's vision, mission, and values

### **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
7. There will 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

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

Ability to handle sensitive information and understands confidentiality and personal boundaries	<b>E</b>	Application Form/ Interview
<b>OTHER</b>		
Ability to learn quickly on the job	<b>E</b>	Application Form/ Interview
Ability to adapt to the changing needs of the organisation	<b>E</b>	Application Form/ Interview
Ability to work flexibly and meet deadlines	<b>E</b>	Application Form/ Interview
Commitment to equal opportunities and anti-discriminatory practice	<b>E</b>	Application Form/ Interview
Be committed to working within the BME, disadvantaged and marginalised communities	<b>E</b>	Application Form / Interview
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

**Confirmation of appointment will be subject to the satisfactory completion of a 6-month probationary period. During this time an employee will be expected to establish their suitability for the post**

**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.**