



JOB

DESCRIPTION

ADMINISTRATIVE & FINANCE COORDINATOR.

PART TIME. £15.3K PER ANNUM.

21 HOURS PER WEEK.

POST FUNDED BY THE NATIONAL LOTTERY (3-YEARS)

Administrators help organisations bring structure, best practice and a firm foundational support - enabling organisations to work towards their vision and core objectives.

You'll do this by acting as a vital link between office functions and the delivery of our community work, projects and core purpose. Your role will frequently involve data entry on a live database, computerised bookkeeping on QuickBooks and sound project administration across our charitable organisation.

Responsibilities

As an administrative & finance coordinator, you'll need to:

- develop new resources, methods of working and best practice
- oversee the implementation and upkeep of a case management database system (LampLight)
- develop and prepare reports, procedures and policies
- support with the administrative aspects of project development and implementation of strategic objectives
- plan, minute-take and coordinate meetings, AGM's, Away Days and events
- oversee bookkeeping within a computerised accounts system (Quickbooks) and manual financial processes
- carry out and oversee all general administrative duties of a medium sized registered charity

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Skills

You'll need to show:

- excellent communication, interpersonal and team-building skills
- robust IT skills and competent in office software programmes
- attention to detail and excellent organisational skills
- ability and confidence to work on own initiative
- sound ability in bookkeeping (computerised and manual) and financial management systems
- knowledge and understanding of community and social issues
- a non-judgemental and positive attitude
- commitment to continuous professional development
- an understanding/interest of how voluntary sector organisations work
- compassion and the ability to empathise with people's life experiences
- task orientated, creative, change agent and problem solver

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

This post involves working with vulnerable children, young people or adults, therefore is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are 'spent' under the provision of the Act. We are committed to carefully screening all applicants who will work with young people and adults with support needs. Employment checks and references will be undertaken on all prospective applicants, as well as a Disclosure & Barring Service check.

	Requirements	Essential (E) Desirable (D)	Methods of assessment Application (A) Interview (I)
Skills and Knowledge			
1	Proven success and experience in an administrative role, within an office environment.	E	A
2	Experience of supporting and understanding of community groups and voluntary sector organisations.	D	A/I
3	Level 2 and higher qualification, in bookkeeping and computerised account or willingness to undertake formal training.	E	A/I
4	Keen interest in business administration, financial management and HR practices. Willingness to undertake accredited training.	E	A/I
5	Ability to oversee, manage and accurately input information into an online case management database.	E	A/I
6	Proficient in Microsoft Office, CRM/case management systems and ICT. Confident in the use of social media, websites, portals and emails.	E	A/I
7	Proven success and experience in developing administrative processes and implementation of new ventures.	D	A/I
8	Excellent organisational, interpersonal and communication skills and the ability to liaise and co-ordinate.	E	A/I
9	Experience of developing press, branding, marketing/publicity and information materials.	D	A/I

	Requirements	Essential (E) Desirable (D)	Methods of assessment Application (A) Interview (I)
Personal Attributes			
10	Excellent work ethic, hard-working and highly resilient with a positive attitude.	E	A/I
11	Organised, approachable and reliable person who is responsible and committed to getting things done within stated timeframes.	E	A/I
12	Ability to work on own initiative and work well with a diverse range of people.	E	I
13	Good interpersonal skills and ability to motivate others.	E	I
14	Diplomatic, able to act with discretion and to ensure confidentiality.	E	I
15	Willingness to be flexible in approach, open to change and adaptable.	E	A/I
16	High capacity for innovation and finding creative solutions.	D	A/I
17	Awareness of governance, quality assurance and legal requirements of charities. With a sound awareness of policies and procedures.	E	A/I
18	Commitment to continuous professional development.	E	A/I