

JOB DESCRIPTION

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| JOB TITLE: | Administrative Assistant (Finance and Data) |
| RESPONSIBLE TO: | Business Support Manager |

MAIN FUNCTIONS

The postholder will work as part of a busy Business Support Team that ensures the smooth running of the charity. The Data and Finance Administrator will assist with basic bookkeeping and payroll administration and the maintenance of student and stakeholder records using appropriate CRM and database software. The post holder will be required to work closely with the Business Support Manager and the postholder with support the production of accurate and timely data reports and returns to meet the business information needs of the charity. The post-holder must be adept at multi-tasking a variety of duties effectively and maintain strict confidentiality.

MAIN DUTIES AND RESPONSIBILITIES

Finance

1. Preparing monthly invoices to Local Authorities for day care provision and Harington Gardeners customers, tracking payments and following up overdue payments.
2. Inputting data relating to incoming bills and incoming/outgoing payments into the bookkeeping system (Xero).
3. Preparing weekly bill payment authorisation sheets.
4. Assisting with bank payments and reconciliation of income using paper based and online bookkeeping systems.
5. Reconciling petty cash records and shop sales income and entering these into the bookkeeping system.
6. Checking and preparing staff expense claims for authorisation.
7. Preparing cheques and transfer documentation for signatures and assisting with banking as necessary.
8. Collating and inputting data for the fortnightly payroll (up to 15 staff) for approval and payment.
9. Assisting with gift and other government funding claims .
10. Monitor debtors and chase late payments.
11. Ensuring financial processes and record-keeping undertaken are compliant with internal financial controls and policies.

Data entry and reporting

1. Assisting with the input and maintenance of accurate records on databases and spreadsheets, including staff, student, volunteer and supporter records.
2. Produce regular weekly, monthly or quarterly reports relating to these records in line an annual business reporting schedule.
3. Supporting managers to ensure that all returns and reports are prepared and submitted to meet deadlines.
4. Supporting the Business Support Manager in preparing and following up action items related to finance and data.

General Duties

1. As part of the Business Support Team, providing effective support and cover for team members as appropriate, including answering telephones and reception duties on a rota basis.
2. Carrying out any other tasks that may be required commensurate with the grade.

The post holder is required to familiarise themselves with all policies and procedures and to comply with them at all times.

This post involves working closely with young people and vulnerable adults therefore appointment will be subject to an Enhanced DBS Disclosure with Barred List checks.

Grade: S Band - £22,897 - £25,302

Hours: 8 hours a week over 1 or 2 days per week (to be agreed prior to appointment)

Actual Pro-rata Salary: £4,885 - £5,398

Annual Leave: 5 weeks rising to 6 weeks after 5 years' service + bank holiday allowance (based on pro-rata hours)

| ADMINISTRATIVE (DATA AND FINANCE) PERSON SPECIFICATION | | |
|---|---------------------------------|------------------------------|
| Requirements | Essential/ Desirable | Assessment Method |
| Qualifications and Training | | |
| <ul style="list-style-type: none"> Relevant training in administration duties, including word processing | E | AF |
| <ul style="list-style-type: none"> Qualifications in booking keeping or data management | E | AF |
| Knowledge and Experience | | |
| <ul style="list-style-type: none"> Knowledge of general booking keeping and / or data management systems | E | AF/I |
| <ul style="list-style-type: none"> Knowledge of general financial management systems | E | AF/I |
| <ul style="list-style-type: none"> Experience in general financial or data management | E | AF/I |
| <ul style="list-style-type: none"> Knowledge of general administrative duties, including reception duties, management of petty cash, and management of diaries etc | E | AF/I |
| <ul style="list-style-type: none"> Experience in general administrative duties | E | AF/I |
| <ul style="list-style-type: none"> Experience in providing good customer care, including managing phone calls and general visitors, seeking support where required | E | AF/I |
| <ul style="list-style-type: none"> Experience in managing diaries | D | AF/I |
| <ul style="list-style-type: none"> Experience in general word processing of documents | E | AF/I |
| <ul style="list-style-type: none"> Experience in managing excel spreadsheets for general administrative purposes | D | AF/I |
| Skills and abilities | | |
| <ul style="list-style-type: none"> Ability to establish rapport with students with learning difficulties and/or disabilities, in line with the remit of this role | D | AF/I |
| <ul style="list-style-type: none"> Have good interpersonal and verbal communication skills, and be courteous at all times and respond appropriately to requests | E | AF/I |
| <ul style="list-style-type: none"> Good written communication and report writing skills | E | AF/I |
| <ul style="list-style-type: none"> Good ICT skills, including use of IT Microsoft Office packages Outlook, Word and Excel. | D | AF/I AF/I |
| <ul style="list-style-type: none"> Ability to work as an effective member of a team, with appropriate supervision, demonstrating self-motivation. | E | AF/I |
| Other | | |
| <ul style="list-style-type: none"> Strong commitment to equality and diversity and ability to promote this in all aspects of work. | E | I |
| <ul style="list-style-type: none"> Commitment to ensuring the safeguarding and wellbeing of children and vulnerable adults, taking account of the remit of this role | E | I |
| <ul style="list-style-type: none"> DBS Enhanced | E | AF/I |
| <ul style="list-style-type: none"> Professional and confidential. | E | I |
| <ul style="list-style-type: none"> Commitment to following Harington Policies | E | AF/I |

Assessment Method Key: AF = Application Form, C = Certificate, I = Interview