

JOB DESCRIPTION

Job Title	Finance & Operations Assistant
Last review date	August 2020
Line Manager	Head of Finance & Operations
Base of Work	Community Impact Bucks Office (currently Monks Risborough) with some home working.
Hours	35 per week
Salary	£20,000
Contract	Permanent

ABOUT US

About the Charity:

At Community Impact Bucks we are passionate about helping people to get involved and make a difference in Buckinghamshire communities.

We do this by:

- Supporting **people** to find volunteering opportunities, and develop their skills and knowledge through volunteering and training.
- Supporting **charities and other not-for-profit** groups with information, advice and training, and helping them to have a collective voice in matters that affect them and the people or environment they support.
- Working with **communities** to identify their needs, the solutions they want to see, and help them to make change happen.

Established in its current form in 2010, and with a 35-year history of supporting communities in Buckinghamshire, Community Impact Bucks is at the heart of the charity, voluntary and community sector in the county. We are the nationally accredited Volunteer Centre, the Council for Voluntary Service, and the Rural Community Council for Buckinghamshire.

About the Finance & Operations Team

Led by the Head of Finance and Operations, this team of staff and volunteers provide the specialist disciplines to enable the organisation to perform to the highest standards.

The team works to provide the organisation with:

- Financial control, budget planning and financial resource management.
- Internal operations, including payroll, HR and premises management.

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JOB PURPOSE

To support sound financial, governance and operational procedures by providing high-quality administrative support and co-ordination.

KEY RESPONSIBILITIES & ACCOUNTABILITIES:

Finance administration

- Book-keeping
- Day to day management of banking (monitoring receipts and making payments), review and reconciliation of balance sheets, petty cash, paypal, credit card, fundraising platforms.
- Raising sales invoices and collecting funds.
- Collating invoices for payment, ensuring the appropriate authorisation is obtained
- Recording payments, donations, sign off purchase invoices.
- Membership and subscription retention: issuing renewal reminders, collecting fees.

Premises management

- Premises management: resolving day-to-day issues, managing contractors, planning maintenance, managing utilities contracts.
- First Aider and Fire Officer.
- Ensure robust record-keeping and information maintenance.

Governance & office administration

- Co-ordinate governance meetings including Trustee Board meetings and AGM – booking venue/meeting room, managing invites, co-ordinating the agenda and papers.
- Arrange regular all staff/team meetings, annual away days and social/celebration opportunities – booking venue/meeting room, managing invites, co-ordinating the agenda and papers, taking minutes.
- Co-ordinate the recruitment, induction and training of new staff and volunteers.
- Assist with general office administration as required including photocopying, printing, collating, data entry, dealing with confidential waste and recycling, preparing emails, letters, spreadsheets, setting up meetings by coordinating diaries.
- Act as an IT Superuser, becoming expert in IT systems and supporting colleagues to use them effectively.

HR administration

- HR admin and record-keeping, including preparing paperwork e.g. contract variations, monitoring leave records etc.
- Co-ordinating staff and trustee recruitment and induction, including advertising, interviews, collating necessary paperwork maintaining records, and arranging an induction programme.
- Induction of new staff/volunteers in office procedures.
- Manage access to core online training suite for all staff.

IT administration

- Provide first point of contact for enquiries and referrals to VCSE and Community projects and services, including from vulnerable adults.
- Provide timely information, support and signposting in response to enquiries and referrals.

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- Update and maintain general information and enquiries pages on the website to ensure online information is up-to-date and proactively managed.

SAFER RECRUITMENT

Community Impact Bucks is committed to safeguarding and ensuring the welfare of children and adults. This is a responsibility that is shared by all staff and volunteers.

The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment. We have safeguarding policies in place which staff/volunteers are expected to read at induction and keep up to date with any policy changes throughout their employment and/or volunteering experience. Regular training is provided.

PERSON SPECIFICATION

About you

- A desire to effect positive change, and a genuine interest in communities and their well-being and development.
- A self-starter who is able to plan ahead and manage your own time.
- Get satisfaction from seeing everything running smoothly, in an organised way.
- Enthusiastic, committed and customer focused.
- A team player with a positive, solution-focused and flexible approach.
- Able to work outside normal office hours on occasion.

Education and qualifications

Essential

- Minimum of 5 GCSEs at (or equivalent) including English and Maths at Grade C or Level 5.

Desirable

- Evidence of bookkeeping training undertaken.

Experience

Essential

- Bookkeeping
- Administrative Support
- Customer Service

Desirable

- Working within the VCSE sector in a paid or voluntary role.
- Supporting a board including agendas and minutes etc.
- Experience of database/CRM systems

Knowledge, skills and abilities

Essential

- Excellent attention to detail and high levels of accuracy.
- Excellent telephone manner and confident in a public facing role.
- Able to establish systems, record information and maintain records systematically.
- Confident user of Microsoft Office Excel, Word, and Outlook.
- Confident working with numbers, data and spreadsheets.

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- Able to work on own initiative and to tight deadlines.

Desirable

- Competent user of WordPress and Microsoft Publisher.
- Computer based bookkeeping (e.g. QuickBooks)

Other work- related requirements

Essential

- Willing to learn new skills.