

JOB DESCRIPTION



Job Title	Finance & Operations Assistant
Line Manager	Head of Finance & Operations
Base of Work	Hybrid working pattern– mainly from home but must be available to go into our office (Weston Turville, Aylesbury) when required
Hours & salary	35 hours per week / £22,950 - £25,000 pa depending on experience
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 their communities. We support hundreds of communities and causes across Buckinghamshire

- **by helping charities and voluntary groups** to be the best they can be – perhaps by helping them find funding, run their organisation or find volunteers.
- **by helping local residents to find volunteering roles**, we support people who want to give back to their communities while at the same time help local charities to find the volunteers they may need to support vital services.
- and **through our community services**, we help to build strong, resilient communities and directly help people – the elderly, vulnerable and socially isolated – where we see an unmet need.

Established in its current form in 2010, and with over 45 years' history of supporting communities in Buckinghamshire, Community Impact Bucks is at the heart of the charity, voluntary and community sector in the county.

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.

JOB PURPOSE

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

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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 bank payment runs, ensuring appropriate authorisation is obtained
- Recording payments, donations, sign off purchase invoices
- Managing employee and volunteer expenses claims
- Assisting with Audit (Independent Examination) process, providing schedules and liaising with auditors
- Supporting the payroll process
- Generating journal for posting monthly staff time records to financial ledger
- Membership and subscription retention: issuing renewal reminders, collecting fees.

Premises management

- Premises management: resolving day-to-day issues
- First Aider and Fire Officer
- Ensure robust record-keeping and information maintenance.

Governance & office administration

- Co-ordinate governance meetings including Trustee Board meetings and Finance Committee & AGM – booking venue/meeting room, managing invites, co-ordinating agenda & papers.
- Arrange regular 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 scanning incoming invoices and other documents, reviewing and distributing mail received at the office, banking cheques, 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.
- Track office equipment across the organisation and maintain an up-to-date asset register.
- Obtain quotations from suppliers for equipment and services. Working with the Head of Finance & Operations to negotiate best deals for the organisation.

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
- Induction of new staff/volunteers in office procedures and arranging IT and other equipment.
- Manage access to core online training suite for all staff.

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Customer Service

- Provide first point of contact for enquiries and referrals to VCSE (Voluntary, Community and Social Enterprise) and Community projects and services, including from vulnerable adults.
- Provide timely information, support and signposting in response to enquiries and referrals.
- Update and maintain general information and enquiries pages on the website to ensure online information is up-to-date and proactively managed.

PERSON SPECIFICATION

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 (QuickBooks preferred)
- 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 and Adobe Acrobat.
- Confident working with numbers, data and spreadsheets.
- 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.