



Community First
Building better communities

Title: Finance Officer & HR Administration Officer – 18 hours

Purpose: Working closely with and proactively support the General Manager and Treasurer to introduce and implement financial and HR procedures and guidelines across the organisation and support the reporting and monitoring requirements of contracts held by CF with external funders.

Location: Community First, Malvern

Responsible to: The General Manager

Activities:

Finance

1. Take a lead in providing confidential and accurate information for Finance including:
 - Managing financial transactions for all ledgers using the computer based accounting system
 - Responsibility for ensuring correct preparation and issue of cheques, sales invoices and payment reminders. Dealing with cash and cheque banking and petty cash handling & recording, maintaining and improving security of cash handling systems
 - Organisation and updating of financial and HR records and documents
 - Maintenance and analysis of reports on departmental postage, copying and printing costs and transferring monies internally between departments
 - Initiation and introduction of finance processes and procedures and regular updating
 - Assist staff members with any financial queries relating to their projects
2. Manage the payroll service, act as the main contact, getting all information ready for the Payroll Officer to process the payroll each month. Ensure payments are made to staff and HMRC using the information provided by the Payroll Officer.
3. Liaise with and advise the General Manager on the financial planning of the organisation, gathering and interpreting budget data to produce the overall budget for the year. Managing budget amendments and advising the General Manager of the possible implications.

4. Lead on the preparation and issuing of BACS payments, initiating all payments. Responsible for pro-active cash management of designated bank accounts to ensure funds are regularly reviewed to maximise investment income. Liaise with the Treasurer and make recommendations for improvement and implement necessary agreed changes.
5. Preparation of monthly management accounts for the General Manager and Board, taking responsibility for adjustments such as accruals, prepayments and deferred income; reconciling control accounts and making necessary adjustments and closing ledgers.
6. Work closely with the the General Manager to ensure all financial management data is provided to the Board as and when needed, producing the appropriate papers for meetings etc.
7. Produce financial claims required by funders and provide the necessary evidence to support claims.
8. Make sure all contracts for projects are stored centrally and ensure that tasks are completed by the relevant staff as per the contract terms and support staff, as required, by assisting in the completion of monitoring evidence for external funders/commissioners.
9. Monitor all budgeted income (checking contracts as necessary) and ensure it is claimed / invoiced as appropriate including pursuing debtors.
10. Be responsible for managing the year end accounts, liaising with the auditors, preparing accounts to trial balance and ensure that meetings adhere to the required timescales.
Work closely with all staff providing details of costs to support funding bids and complete finance and HR documentation required for tenders/bids

Human Resources Administration

Liaise with external HR Specialist to ensure all policies and procedures are regularly reviewed and updated. Using external specialist support as needed take responsibility for:

1. Co-ordinating all aspects of recruitment, including legal compliance. Assisting with interview planning & liaising with press, candidates and line manager to ensure procedures are followed.
2. Co-ordinating induction for new starters and leading HR induction
3. Ensuring the delivery of exit interviews.
4. Supporting Line Managers to track and record personnel issues, in particular probation, sickness absence, annual leave, staff development reviews, pensions and payroll, ensuring that policies are followed and requirements met.
5. Maintaining accurate and accessible information for staff including electronic information.
6. Acting as the first point of contact for HR for all organisational issues. Dealing with queries from staff with regard to personal data, payroll, pensions, policies and procedures etc.

On an ad hoc basis provide general administration support, assisting with the main telephones, post and general enquiries.

General

- Operate within the agreed policies and procedures of Community First and actively engage in their delivery
- Carry out all work with due regard to Community First equal opportunities policies and procedures.
- Promote Community First's Values and reflect them in working practices.
- Undertake appropriate training and skills development as might be identified to fulfil the requirements of the role and participate in staff training and development as required.
- Ensure that movement and diary commitments are updated on a regular basis.

Particular duties and responsibilities may vary from time to time without changing the general character of the duties or level of responsibility entailed. The post holder may therefore be required to pursue activities other than those specified above.

Person Specification

Attribute	Essential	Desirable
Experience	<p>Experience in account processing using computerised accounts software including:-</p> <ul style="list-style-type: none"> • Creating and operating financial procedures • Maintaining financial and statistical information • Maintaining source documents • Presentation and reporting of financial/statistical information <p>Proven track record of handling financial transactions up to a value of £200,000 and of managing funds between accounts.</p> <p>Advanced competence in using and setting up spreadsheet recording systems</p> <p>Experience working in an environment where confidentiality is essential and proven background of supporting and advising internal customers</p> <p>Experience of financial regulations and requirements in relation to SORP and charity accounting</p> <p>Proven track record for identifying Finance/HR issues or potential change either internally or externally and suggesting, designing and delivering improvements</p> <p>Managing work towards deadlines</p> <p>Contributing to the development of systems and processes</p>	<p>Accounts production using Sage/Xero software</p> <p>Production of standard operating procedures documentation</p> <p>Background working in an advanced HR administrative function, particularly in relation to recruitment and employment relations</p> <p>Experience of supervising other staff members</p>
Knowledge & skills	<p>AAT Accounting Technician qualification or equivalent experience</p> <p>High level numeracy skills, focussed on accuracy and attention to detail</p> <p>Experience of and proficiency in IT skills – particularly Microsoft word and excel</p> <p>Ability to produce accounts to Trial Balance</p>	<p>Extensive knowledge and application of confidentiality and</p>

	<p>Ability to communicate clearly and concisely both verbally and in writing. Initiate communication and negotiate with 3rd parties on matters relating to individuals or the organisation and, on occasions, matters of sensitivity</p> <p>Ability to explain complex financial concepts to non-financial staff</p> <p>Ability to undertake research, report findings and consult and implement processed changes</p> <p>Understanding of, commitment to and ability to implement and maintain effective “customer” relations, particularly during periods of change, difficulties or pressure</p> <p>Ability to provide a diagnosis of enquiries and problems, grasp complex issues quickly, use initiative and set priorities, particularly when managing two equally demanding roles</p> <p>Understanding of and commitment to the voluntary sector’s role and values</p> <p>Knowledge, understanding and proactive application of equal opportunities issues including monitoring internal practices in relation to HR procedures</p> <p>Good interpersonal skills and organisational skills</p>	<p>the monitoring of others in relation to sensitive individual and organisational matters</p>
<p>Any other factors</p>	<p>Well motivated to work under own initiative and problem solve where necessary</p> <p>Ability to work within a team, in isolation and on issues where colleagues become customers</p> <p>Desire to develop own competence and role within a team</p> <p>Commitment to professional development and professional presentation of the organisation</p>	