

## Job Description

Job Title	Finance and Administration Officer
Work Location	Hybrid working, but mostly home-based
Department	Central
Reports To	Chief Executive
Line Management Responsibilities	None
Working Hours	Part-time between 9am and 5pm Monday to Friday (up to 22.5 hours per week)

<b>Job Purpose</b>
To provide administrative and financial support to the organisation, most notably assisting the Chief Executive in the day-to-day running of the charity.
<b>Duties and Responsibilities</b>
<p>The Finance and Administration Officer will provide high quality back-office, administrative support to the Chief Executive in order to ensure the smooth running of the organisation – at operational and strategic levels. This position requires a highly organised individual to seek opportunities to work with the Chief Executive to oversee financial processes (payroll, sales ledger and purchase ledger), data collection and reporting and other administrative duties, as described below:</p> <ul style="list-style-type: none"><li>• Monitor the Podio CRMS for new client enquiries/referrals for clients</li><li>• Identify data quality issues on the Podio CRMS database</li><li>• Record and monitor all financial transactions</li><li>• Produce a monthly finance report</li><li>• Manage all banking duties</li><li>• Manage the monthly staff payroll</li><li>• Manage all staff inductions</li><li>• Contribute to due diligence processes</li><li>• Support staff recruitment and selection</li><li>• Support event management</li><li>• Oversee the production of the charity's annual report</li><li>• Identify opportunities to support the promotion of the organisation and its services</li><li>• Actively contribute to team meetings</li><li>• Proactively identify opportunities to improve services and processes</li><li>• Take part in continuous professional development/training opportunities to keep skills and knowledge up to date and suitable for the role</li><li>• Other duties required to improve the organisation's performance</li></ul>
<b>Skills and Qualifications</b>

This role suits someone with the following skills and qualifications:

- Basic book-keeping skills
- Experience of setting up and managing online accounting software
- Experience of online banking
- A track-record in an administrative role
- Knowledge of the recruitment process
- Excellent attention to detail
- A committed team player
- Well organised and a proactive planner
- Good ICT skills
- Excellent communication skills
- Proven listening and assessment skills
- A current Enhanced DBS check or a willingness to undertake an Enhanced DBS check (mandatory)
- Double COVID vaccinated (mandatory)
- A current full driving licence (preferred)

#### Person Profile

- A lived experience of disability – either directly or in a caring role is preferred
- A Kent resident
- Friendly and engaging
- Trustworthy and reliable
- Willing to learn and naturally curious
- A commitment to exceeding clients' support needs
- Keen to work with others and as part of a team
- Resilient and able to deal with setbacks