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| **Diagram, shape  Description automatically generatedJob Title: Finance & Administration Manager** |
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| **Grade:** NJC Scale 5 £22,183 – £24,491 pro-rata |
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| **Reporting to:** Director and Trustees  |
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| **Overall Purpose of the Post:** * To be responsible for undertaking administrative, financial, organisational processes within BAPP to enhance its efficiency and effectiveness.
* To be responsible for developing systems and processes which can then be implemented and embedded across the organisation to ensure services meet quality standards.
* To be responsible for compliance across all required statutory systems including all mandatory registrations.
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| **Location:** Primarily office based though possibility of some flexibility to occasionally work from home. |
| **Hours:** 28 - 30 hours per week worked across the week, Monday-Friday 9am – 5pm though occasional evening and weekend work arranged in advance *may* be required. The Financed part of the role can be separated from the Admin into 2 part time posts. |
| **Main duties:****Organisation*** To act as reception for visitors to ODCC and respond to external requests for information.
* To contribute to the planning, development and organisation of internal support services.
* To supervise, train and develop staff as appropriate
* To assist with managing and cataloguing resources within an agreed budget and undertaking audits as required

**Administration*** To manage digital records/information systems and oversee the digitalisation of those still kept in paper form.
* To analyse and evaluate data/information and produce reports to inform decisions as required.
* To provide personal, administrative and organisational support to other staff
* To provide administrative and organisational support to the Trustees including servicing bimonthly meetings.
* To manage administration of facilities including use of Odd Down Community Centre.
* To keep the BAPP website up to date and produce marketing materials.
* To design & produce the BAPP Annual Report and service AGM.
* To manage bookings of Odd Down Community Centre.

**Finance** * Key responsibility of financial systems using Quickbooks.
* Responsibilities will include bank reconciliation, invoicing, posting supplier invoices, Gift Aid and posting payroll info onto Quickbooks.
* Support with the planning, monitoring and evaluation of budget and other financial systems including payroll and produce reports using Quickbooks.
* To provide financial information to the Treasurer as required including information to auditors

for end of year accounts.* To provide financial reports for Trustee meetings, showing actual expenditure against budget predictions.
* To co-ordinate the collection, recording and banking of money in relation to BAPP activities, including fee reminders and managing petty cash.
* To raise invoices for all services including Social Care Payments and venue hire for Odd Down

Community Centre and The Hut Nursery and Pre-School.  |
| **Responsibilities*** To comply and assist with the development of policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the Director.
* To contribute to the overall ethos and aims of the organisation, being aware of difference to support and ensure equal opportunities for all
* To establish constructive relationships with all stakeholders and external agencies.
* To participate in training and other CPD as required.
* To perform other duties commensurate with the grade of the post as requested by the Director.

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.** **Whilst this post does not require working directly with children and young people, as the post is based in an organisation that does and in a community building where staff work with children and young people, it is subject to an Enhanced DBS Disclosure.****Person Specification****Essential** * Minimum of 2 years’ experience and working knowledge of using Quickbooks or similar accounting package and confident in financial management including inputting data, running reports and reconciling accounts monthly.

Or* AAT or ICB Qualified
* Relevant, recent experience in administration including setting up and maintenance of admin systems and databases using Excel and Word
* Management of systems to ensure the effective running of an office environment including Health & Safety and Fire Safety regulations for an office environment and public building space
* Prioritisation skills
* Courteous and supportive telephone manner and communication skills
* Knowledge of office administration procedures
* Good range of computer skills including familiarity with MS Word, Excel and some basic design

**Desirable****Sk*** Ability to work as part of a team
* Ability to use own initiative
* Excellent communication skills
* Good interpersonal skills
* Non-Judgemental and able to work within an equalities framework
* Respond appropriately to different priorities
* Ability to produce routine correspondence predominantly by email, maintaining a professional first point of contact for enquiries and service users

**This post is funded through income from Commissioned Contracts as well as internal budgets and grants and is subject to continuation of these.** |