

## Job Description

### Finance and Office Support Assistant

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<b>Job Title:</b>	Finance and Administration Assistant
<b>Salary Scale:</b>	£23,166 FTE - Community First Pay Scale 400
<b>Hours:</b>	36.5 or 18 or 22 hours per week for two people
<b>Location:</b>	Beacon Business Centre, Hopton Park, Devizes
<b>Supervisor:</b>	Premises and Business Support Manager

#### Job Purpose:

To support the smooth running of central services including the administration, finance and asset management functions of the Charity to ensure that Community First can meet its Charitable objectives.

#### Main Duties:

##### Finance

- a) Maintain the organisational financial records are kept up to date and daily data inputting.
- b) Ensure financial policies and procedures are followed and reporting inconsistencies to the Finance Manager or Chief Executive.
- c) Process receipts, payments, invoices, credit notes, banking and ad hoc journals etc., including those relating to Oxenwood Outdoor Education Centre and Linkenholt.
- d) Produce reports and information as required.
- e) Assist in raising monthly, quarterly and ad hoc invoices for expenses, rents, management fees, room hire and others as necessary.
- f) Reconcile petty cash accounts and bank accounts.
- g) Maintain the fundraising database as and when required.
- h) Support the redaction of the bank statements for the Building Bridges Programme.
- i) Maintain WALC accounts, banking and membership database to include calculating and invoicing annual subscriptions. Liaise with Audit Company on annual basis.
- j) Support the central function of EU funded programmes.

## **Administration**

- a) Support the Community First membership database and assist with related administration.
- b) Assist with AGM preparation and Awards.
- c) Provide administration support to all departments as agreed by the Leadership team.
- d) Assist in answering telephone calls to Community First's general number.
- e) Maintaining consumables and data for copiers and franking machine.
- f) Support the premises and asset management within the organisation such as key office systems including the telephone system, fire alarm and door entry systems, photocopier, Neopost, mobile phones and other contract relationships as required.
- g) Support the property functions of the Hopton offices and Oxenwood Outdoor Education Centre and Linkenholt including tenancy issues, Renewable Heating Initiative (RHI) and OFGEM, cleaning contract, repairs, and Healthy and Safety.
- h) Support the administration relating to Our Outdoor Education Centres with bookings, enquiries and other administration as required.
- i) Support the management of the fleet of vehicles ensuring legal compliance, schedule of MOTs, Health and Safety checks

## **General Duties**

The post-holder will contribute to achieving the overall mission of Community First.

- Budget holders assume financial responsibility for own operational budget. Non budget holders ensure expenditure is necessary and within budget constraints.
- Participate in the team working approach of Community First
- Take responsibility for her / his own development, inform the line manager of any development needs and take part in prescribed development activities
- Work within the agreed policies and procedures of Community First
- Carry out such other general duties as shall be determined by the Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office security is maintained, data protection is adhered to and confidences are not breached.
- Promote an alert approach to Health and Safety at Work matters and maintain compliance with the terms of the Hopton Fire Certificate.

Community First is committed to Equal Opportunities and the post holder is expected to be familiar with the Dignity at Work Policy and to complete his or her duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.