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| St. Augustine’s Centre Halifax  *Job Description* | | SquareLogo.jpg | |
| Job Title | **Finance & Office Manager** | | |
| Job Objective | * To manage all financial elements of the charities work * To ensure the smooth running of the office and administration | | |
| Employment Status | Fixed term 12 month contract | Hrs per week | 30 hours |
| Salary | NJC SCP 27 - £12.78 per hour | Holiday Entitlement | Pro rata 25 days plus bank holidays |
| Line Manager | Centre Leader | Line Management responsibility for: | Cleaner  Caretaker  Administrative volunteers |
| Main Duties and Responsibilities | | | |
| **Financial Administration:**   * Overseeing purchase ordering and processing purchase invoices for payment * Ensuring effective systems for the authorisation of expenditure * The financial administration of all payments including the use of Quickbooks * Raising sales invoices promptly in QuickBooks, following up with monthly statements where necessary * The prompt banking of income. Reconciliations of all the Centre's bank accounts to be prepared on a monthly basis * Maintaining a petty cash system, and carrying out monthly reconciliations * Timely and effective administration of all aspects of the Centre's payroll function, liaising with the external payroll bureau * Compliance with Work-place pensions legislation, ensuring procedures for automatic enrolment of all relevant staff are in place, with systems ready and on-going requirements met * Maintaining confidential sick pay records, annual leave and toil records and producing regular reports for the Centre Leader * Assisting the Centre Leader and Trustee Treasurer with preparation of year-end accounting records in compliance with statutory requirements for passing to, and liaison with, the Centre’s independent examiners * Preparation and monitoring of the Centre’s annual budget forecast in conjunction with the Centre Leader and Trustees * Liaison with funders and other bodies, including HMRC, to ensure compliance with financial reporting requirements * Working closely with the Centre Leader and relevant staff colleagues in the preparation of bids to funders and costings thereof. * Reviewing and developing finance policies and procedures appropriate for the Centre. * Contributing to, and where necessary improving, the maintenance of a safe and healthy working environment and general office procedures. * Ensuring that the Centre’s obligations, in relation to the finance function, under the Data Protection Act are fulfilled.   **Administration**   * Ensure the smooth running of the office including general administration, and some secretarial support and reception cover * Provision of administrative support to the Centre Leader * Have oversight of all recruitment of potential volunteers * Liaison with suppliers, ensuring adequate stock levels are maintained * Development and maintenance of an effective filing and data management system for the organisation, including data entry and creation of reports * Administration of meetings, including diary management, meeting preparation and minute taking. * Management of staff and volunteer rotas   **Communications and Events**   * Manage and maintain the website and social media platforms * Manage and maintain printed information, including flyers, posters, leaflets for both internal and external use * Deliver monthly newsletters to supporters and volunteers * Organisation of events, including celebrations for the 50th Anniversary   **General:**   * Ensuring that Centre policies, procedures and codes of conduct are reflected in daily practice. * Promoting the welfare of all Centre users and supporting the Centre in safeguarding children and vulnerable adults though relevant policies and procedures. * Promoting equality as an integral part of the role and treating everyone with fairness and dignity. * Recognising health and safety as a responsibility of every employee, taking reasonable care of self and others and complying with the Centre’s Health and Safety policy and any specific procedures / rules that apply to this role. * Ensuring confidentiality is respected, subject to the provisions of the safeguarding policies and procedures. * Ensuring that the access and use of physical and electronic records is in accordance with the Centre’s Data Protection policy and procedures. * Carrying out other associated duties as may arise, develop or be assigned. * Work within the Christian spirit and ethos of St. Augustine’s. | | | |