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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
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| 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: | CleanerCaretakerAdministrative 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.
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