

**Finance and Administration Officer**

**Post:**  **Finance & Administration Officer**

**Hours**: 20 hours per week – 6 months contract (subject to funding)

**Location:** Nottingham Arimathea Trust, John Folman Business Centre,

33 Hungerhill Road, Nottingham, NG3 4NB

**Salary:** £23,000 per annum pro rata

**Responsible to**: NAT Director

**JOB SUMMARY:**

To provide finance and admin support to a small team in a busy office and to the Director in their capacity of overseeing the charity’s overall finance and operations management.

**SERVICE DELIVERY**

**Financial Administration**

* To record and accurately code all financial transactions on NATs computer-based accounting system (QuickBooks).
* To process all invoices and staff expenses ensuring that they have first been correctly authorised and that bills are paid accurately and within their credit terms**.**
* To ensure all financial records are clear and complete and filing is up to date.
* To assist with preparation of all relevant documentation for the production of annual accounts. To work with the independent examiner of accounts.
* To make sure that bank accounts and petty cash are maintained at the appropriate level and reconciled monthly.
* To file any invoices in the financial administration system in the office.
* To file all bank statements in the financial administration system.
* To raise purchase orders and recharging notices for landlords regarding repairs.
* To update rent accounts following receipt of Housing Benefit notifications and follow up any outstanding rent due with the relevant authority or resident and produce regular reports and updates for support workers.
* Provide support workers with regular resident debtor reports and where appropriate, and following liaison with support workers, inform residents of debts via text message/phone calls.
* Provide statements of residents’ accounts and share these to enable residents to have an up-to-date picture of their rent account with NAT.

# Admin

* To assist NAT staff in developing and maintaining appropriate filing systems to meet the team’s needs.
* In Liaising with caseworkers, arrange the changeover of utility accounts when residents move in and out.
* In consultation with relevant team members, keep utility companies updated on meter readings taken during housing inspections to ensure we are monitoring spend in this vital area.
* To notify relevant agencies (Housing Benefit, Universal Credit, etc.) when new residents move in or move out.

# Supervision, Training & Accountability

* To participate in regular supervision with NAT \* Director.
* To promote good practice in working with people who may be vulnerable and support NAT in its duty to ensure the well-being and safety of residents, volunteers and others.
* To keep up to date on relevant changes and development through training, conferences, reading etc.
* To contribute to the Annual Review and Annual General Meeting as required.

**General**

* To be a NAT ambassador by upholding and demonstrating the organisational values and behaviours at every opportunity, through verbal, written and face to face communication.
* Participate in own supervision and appraisal process and attend staff and team meetings.
* Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post, subject to the proviso that any changes of a permanent nature will be incorporated into the Job Description in specific terms, following consultation with the postholder.
* The postholder will be required to undergo an enhanced DBS check for this position.

***This list of duties & responsibilities is not intended to be exhaustive. The post holder will be expected to perform additional tasks when required; these tasks will be in keeping with the general profile of the role.***

**PERSON SPECIFICATION**

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| **Knowledge** |  | |
| Sound understanding of bookkeeping and accounting processes and procedures | Desirable | |
| Good level of competence in Excel, Word, Outlook and accounting software | Essential | |
| An understanding of Charity Accounting | Desirable | |
| Part Qualification Accounting Certification with recognised professional qualification (AAT) or similar recognised qualification | Desirable | |
| Knowledge of issues affecting Asylum Seekers and Refugees | Desirable | |
| **Experience** |  | |
| At least one year’s relevant professional experience | Essential | |
| Experience of financial bookkeeping systems | Desirable | |
| Excellent attention to detail and accuracy | Essential | |
| Experience of using QuickBooks | Desirable | |
| Experience of office administration | Essential | |
| Experience of working with and managing volunteers | Desirable | |
| **Abilities** |  | |
| Good organisational skills in planning own work and ability to work to targets and deadlines | Essential | |
| Able to work in a busy office environment that often demands high levels of concentration | | Essential |
| Good problem-solving skills | | Essential |
| **Personal qualities** | |  |
| Willingness to work flexible hours incl. occasional evenings/weekends | | Desirable |
| Understanding the importance of maintaining confidentiality | | Essential |
| Commitment to equality of opportunity and respect for diversity and a champion for positive change | | Essential |
| Good time-manager, able to work on own initiative | | Essential |
| Open, warm, and friendly personality | | Essential |
| Good at working in a team environment | | Essential |
| Ability to work with people with poor English and to help them understand you | | Essential |
| Willingness to accept responsibility | | Essential |
| Ability to work effectively in a very diverse and multi-cultural environment | | Essential |