



Community Development  
& Health Network

## Administration and Finance Officer Job Description

Title:	Administration and Finance Officer
Hours:	24 hours
Location:	CDHN, Mill Street, Newry
Responsible to:	Strategic Impact Manager
Salary:	NJC Scale 3-4; points 14 – 21 £16,781 - £20,138 (this is the full time equivalent salary. You will receive a pro rata amount for 24 hours per week).
Contract:	Permanent Post

### **Key Role:**

There are two key strands to the role: To support the information and administrative needs of the organisation and to assist the outsourced finance manager with finance administration.

### **Main Duties**

#### **Administration:**

1. Act as first point of contact for the organisation – either respond to queries or direct the individual to the appropriate person.
2. Provide administrative support to the BCPP team and Director
3. Open and sort post
4. Order stationary, photocopying and general office supplies
5. Provide telephonist support
6. Maintaining and developing online computerised filing systems
7. Data entry – entering project data on to the access database system
8. Set up files for newly funded projects
9. Organise CDHN Board and BCPP steering group meetings and distribute relevant documentation
10. Take minutes as required at meetings
11. Provide support in the organising and running of events including booking venues, catering and preparing papers

#### **Finance:**

Assist outsourced finance manager to:

1. Enter data on finance systems such as SAGE/ Quick Books Record staff leave and sick days
2. Manage petty cash
3. Raise invoices and prepare for payment
4. Enter online bank payments

5. Liaise with external finance officer
6. Filing of relevant information
7. Liaise with outside service providers e.g. IT support, phones and insurance
8. To ensure CDHN comply with legal obligations regarding Companies House and Pension Trust reporting.

## **GENERAL**

The duties outlined in this job description serve as a guide to the current and major responsibilities of the post. The duties and obligations associated with the post will inevitably vary and develop and the job description will be reviewed on a regular basis. Changes will be subject to consultation with the post-holder.

All employees have a personal responsibility to promote and to support measures designed to create a working environment that is free from harassment or discrimination on the grounds of religion, community background, gender, marital status or disability.

The requirement of flexible and on occasion unsocial working hours is managed through a 'time in lieu' system.

CDHN operates a 'No Smoking on the Premises Policy'.