**Finance and Admin Officer**

**INFORMATION PACK**

**March 2025**

**Finance and Admin Officer**

**Salary £30000 per annum (pro rata 30hrs per wk)**

# **INFORMATION ENCLOSED**

1. Job Description
2. Personnel Specification
3. Background re The Link Family and Community Centre
4. Equal Opportunities Monitoring Form

*Please complete and return with your CV.*

To apply for this position, please forward an up-to-date C.V. clearly outlining how you meet the essential and desirable criteria, by email: [info@thelinkcentre.org](mailto:info@thelinkcentre.org) before the closing date of: **Thursday 3rd April 2025 at noon.**

**JOB DESCRIPTION**

**1. Title of Post:** Finance and Admin Officer

**2. Responsible To:** Director

**3. Responsible for:** Financial and administrative support services, working as part of a team of staff and volunteers

**4. Main Responsibilities:**

**(a) Financial and Admin Management – to include:**

* Responsibility for all day-to-day finance and admin matters
* maintenance and management of all accounting records
* preparation of orders in accordance with organisational procurement standards
* preparation of supplier and customer invoices and payments
* use and maintenance of computerised accounting records, currently Quickbooks and online banking
* assist with co-ordination and promotion of events and fundraising opportunities

**Payroll:**

* processing of salary and other payments for staff
* ensuring year end annual payroll, monthly and other returns to the Inland Revenue
* manage pension contributions, liaise with pension providers and ensure adherence to Pensions Regulator stipulations submitting reports as required
* manage other relevant schemes

**Funding:**

* assist with preparation of applications to funders
* prepare and submit statistical and other returns to funders, stakeholders and government bodies as required
* prepare, maintain systems and submit grant funding claims in accordance with funder requirements and in line with organisational standards and regulations
* support management of restricted funds, to include analysis of income and expenditure against budget, and cash flow analysis for individual project budgets

**Management Reporting:**

* produce management information to include management accounts, budgets, analysis of grant returns and cash flow analysis
* assist with and support financial planning and financial strategy
* prepare financial estimates and budgets, to include preparation of the annual budget and specific budgets for grant projects, analyse budgets against actual
* assist with the preparation of annual accounts for the charity in statutory format and liaise with external auditors
* ensure that appropriate controls, as identified in the Financial Procedures Manual, are in place to safeguard the organisation’s resources and in conjunction with Board review legal and financial requirements, policies and systems on an on-going basis
* attend meetings and present reports to Board as required
* contribute to management of communications as prescribed by funders

**(b) Staff Management**

* support the Director with regard to human resources, staff management and other personnel issues, as required
* assist with maintenance of personnel records
* attend staff meetings and facilitate administrative staff team meetings
* contribute to the strategic development of the organisation.

**(c) Building & Asset Management**

* assist with the management of The Link’s premises, ensuring, in conjunction with the Director, that they are fit for purpose; to include general maintenance, organisation of appropriate insurance cover, management and negotiation of appropriate supplier contracts, building and equipment maintenance etc partnered with the necessary support to ensure it is fit for purpose
* preparation and maintenance of fixed asset register
* contribute to providing an annual written report to Board with regard to building & asset management

5. To participate in regular supervision meetings with the relevant line manager and undertake appropriate in-service training.

6. To undertake any other duties commensurate with the grade of the post and as agreed by the Director.

**Please be advised that this list is not meant to be exhaustive and may be added to or amended as and when deemed necessary**

**Finance and Admin Officer**

**PERSONNEL SPECIFICATION**

This personnel specification outlines the essential and desirable skills required for the post.

**Shortlisting:** Applicants will be shortlisted on the basis of the Essential Criteria. If the panel decide, from the information contained on your CV, that you do not meet all the essential criteria, then you will not be short listed.

**Desirable Criteria:** Desirable criteria will be applied at short listing stage should the panel decide that too many applicants meet all the essential criteria. It is important in making your CV, that, along with the essential criteria listed below, you provide sufficient detail of all the desirable criteria that you feel you meet.

#### Interviews: Candidates will be assessed using all of the essential criteria. Interviews are planned for week commencing 14th Apil 2025.

|  |  |  |  |
| --- | --- | --- | --- |
| **CHARACTERISTIC** |  | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | 1 | Possess or be working toward an ACCA or similarly recognised accounting qualification | Part qualified accountancy qualification, or equivalent |
| **Experience** | 2 | A minimum of 2 years’ experience in a financial and admin role gained in the last 5 years to include responsibility for planning, budgeting, forecasting and maintaining financial management systems | Experience of financial administration in the charity or community sector |
|  | 3 | Recent experience of using Accounts Software | Experience of financial administration on funded projects |
|  | 4 | Experience of operating a payroll system | Previous line management / supervisory experience |
|  | 5 | Experience of managing income & expenditure budgets |  |
| **Skills & Abilities** | 6 | Skilled in use of Microsoft Office, to include Excel and Word | Good verbal presentation skills |
|  | 7 | Ability to communicate clearly verbally and in writing, including the ability to communicate financial and other information to non-financial managers. | Good communication, inter-personal and organisational skills |
|  | 8 | Disciplined in approach to work and able to work to a high level of accuracy |  |
|  | 9 | Flexibility, ability to multi-task, work effectively under pressure, prioritise and self-manage workload and meet deadlines |  |
|  | 10 | Ability to work on own initiative and as part of a team |  |
|  | 11 | Willing to work within the mission, vision and values of The Link |  |
| **General** | 12 | Available for occasional work outside normal office hours |  |

**OUR BACKGROUND**

**Our vision**

The Link’s vision is to see healthy and inclusive communities where everybody matters, lives are transformed, and everyone has the opportunity to flourish in their God-given potential.

**Our mission**

Motivated by our Christian faith, our mission is to love, serve, connect and empower individuals, families and communities. It is our genuine passion that our work demonstrates God’s love and compassion for people, shown in a very practical way with no strings attached!

**Our working environment**

We are passionate about our work and believe it is essential that we support our staff in every possible way. Alongside a competitive salary, we offer a range of benefits to our employees. We work hard to maintain an encouraging and supportive working environment that values teamwork. We celebrate birthdays and will try to be with you when times are tough.

**Our approach**

We regularly review our policies to ensure they reflect the changing lifestyle patterns of our staff with family or other commitments. We have equitable maternity and paternity schemes and offer flexible working arrangements within operational parameters.

**Our offer to you**

* We offer a pension to all employees with 6% pension contribution.
* 25 days annual leave plus 13 statutory days.
* Relevant staff training and development
* Employee Healthcare scheme through Benenden Health

**Equal Opportunities Monitoring Reference Number FO/25/**

NON COMPLETION OF THIS FORM WILL RESULT IN YOUR

APPLICATION BEING REJECTED

This form is for statistical purposes only and will not be used for any other purpose. It will not be made available to those involved in the selection and recruitment process.

The Link is fully committed to equality of opportunity for all job applicants regardless of gender, age, disability, race, sexual orientation or religious belief. Applicants for posts are selected solely on the basis of merit.

To ensure that The Link’s Equal Opportunity Policy is effective, it is important that we collect information, for monitoring purposes, on the background of those applying for or taking up employment with the organisation.

To facilitate this process, you are requested to complete the following questionnaire by ticking the appropriate boxes.

1. **SEX:** Male 􀀀 Female 􀀀

2. **MARITAL STATUS:** Single 􀀀 Married 􀀀 Other 􀀀

3. **DISABLILTY:** ‘Disability’ is defined as *a physical or mental impairment which has a substantial and long-term effect on a person’s ability to carry out normal day-to-day activities, and which has lasted or is likely to last for more than 12 months*.

Do you consider that you have a disability? Yes 􀀀 No 􀀀

4. **RELIGIOUS AFFILIATION:**

I am a member of the Protestant Community 􀀀

I am a member of the Roman Catholic Community 􀀀

I am a member of neither the Protestant nor the Roman Catholic Community 􀀀

5. **RACE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White | 􀀀 | Black African origin | 􀀀 | Pakistani origin | 􀀀 |
|  |  |  |  |  |  |
| Black Caribbean origin | 􀀀 | Bangladeshi origin | 􀀀 | Mixed ethnic group | 􀀀 |
|  |  |  |  |  |  |
| Chinese origin | 􀀀 | Indian origin | 􀀀 | Irish Traveller Community | 􀀀 |
|  | | | | | |
| Other origin (please specify) | | | | | |