



Finance and Admin Officer

Job Description and Personal Specification

Job Title	MDA Finance and Admin Officer
Responsible To	MDA Director and Management Committee
Salary	£16,237 per annum (Gross)
Length of Contract	84 months
Hours	20 hours
Anticipated Start Date	1 st April 2025
Main purpose of job	<p>Supported by the National Lottery Community Fund the Market Development Association are recruiting for a Finance and Admin worker to oversee the organisations financial and reporting requirements, track budgets and spends and liaise with the wider team to ensure effective programme delivery and reporting.</p> <p>The post holder will report to the Management Committee of the Market Development Association and will be located full time in MDA offices based in the Market Community Centre.</p>

Summary of work responsibilities and personal duties

- Audit and upgrade MDA financial management procedures
- Develop and track grant funding and expenditure mechanisms in conjunction with MDA management and staff teams for existing and emerging projects
- Liaise with MDA management and accountant in preparation of monthly management accounts
- Liaise with MDA management and accountant in preparation of annual audited accounts
- Ensure effective organisational compliance with statutory obligations and reporting requirements
- Coordinate and ensure effective reporting for various MDA funding streams across staff team
- Audit and update MDA policy documents
- Provide secretarial support to MDA Committee and Director



- Diary management
- Admin support for meetings and events
- Ability to prioritise own work
- Ability to maintain accurate records
- Good time management skills
- Ability to use a variety of ICT packages
- Support development of effective data capture for MDA education and training programmes
- Support development and delivery of MDA organising and engagement initiatives
- Support development and delivery of Community Wealth Building projects and programmes

Essential Criteria:

	Essential	Desirable
Qualifications	<p>Applicants must, as at the closing date for receipt of application forms:</p> <ul style="list-style-type: none"> • Have a third level qualification in a relevant discipline. • Be able to demonstrate on the application form, by providing personal and specific examples, at least four year's relevant experience in each area of the experience category. <p>OR</p> <ul style="list-style-type: none"> • Be able to demonstrate on the application form, by providing personal and specific examples, at least five years relevant experience in each area of the experience category. 	<p>Have a third level qualification in Community Development/related disciplines</p>
Experience	<ul style="list-style-type: none"> • Providing effective financial management to organisations • Preparing monthly management and annual accounts 	<ul style="list-style-type: none"> • Knowledge of accounting and reporting requirements

	<ul style="list-style-type: none"> • Effective grant financial and reporting returns • Community organising and engagement. • Experience in successfully applying for and managing funding for projects and programmes, including effective reporting to funders. • Conducting and reporting community based research 	<ul style="list-style-type: none"> • Knowledge of finance and data tracking software • Knowledge of the challenges faced by working class communities and their strengths.
Aptitudes	<ul style="list-style-type: none"> • Ability to demonstrate knowledge and understanding of working in areas of deprivation. • Ability to engage effectively with a range of stakeholders, for example community, statutory agencies and other funders. • Well-developed leadership and management qualities. • Ability to use own initiative but can also work well in a team. • Ability to track several accounts and grant programmes simultaneously 	
IT Skills	<ul style="list-style-type: none"> • Experience in the use of Microsoft Office and competent in the use of Word, Excel as well as use of email and internet. 	<ul style="list-style-type: none"> • Knowledge and experience of how to write evaluation and monitoring reports to funding bodies
Communication Skills	<ul style="list-style-type: none"> • Ability to motivate and encourage others. • Ability and experience in preparing, writing and presenting reports and strategies 	<ul style="list-style-type: none"> • Excellent presentation skills • Ability to present information to

		different audiences effectively.
Other	<ul style="list-style-type: none"> • Ability to work evenings and weekends as required to meet the demands of the job. • Ability to travel to meet the demands of the job. 	

The duties and responsibilities outlined in this job description are not exhaustive and may be subject to change to meet the evolving needs of the organisation. The postholder may be required to undertake additional tasks that are consistent with the nature of the role. Flexibility and a willingness to adapt to changing priorities are essential. This is subject to change at the sole discretion of the organisation.