**JOB PROFILE**

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| **POST:** | Finance and Administration Assistant  |
| **SALARY:** | £18 434 per annum |
| **HOURS:** | 35 hours (to include occasional evening and weekend working) |
| **LINE MANAGER** | Finance Manager |
| **RESPONSIBLE FOR:** | No line manager responsibility |
| **DURATION:** | Permanent subject to continuous funding |

**JOB PURPOSE:**

The post holder will be responsible for providing finance and administration support to the Central Services Team of the Pankhurst Trust (Incorporating Manchester Women’s Aid)(PTMWA) as directed.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Responsible for the administration of finance processes within the organisation including: recording of all income and expenditure; maintenance of the rental income system, expenses payment system and petty cash system; processes all purchase orders in line with the organisation’s Purchasing Policy and preparing regular payment runs.
2. Assist as necessary with health and safety checks within the Pankhurst Centre and grounds including fire safety, first aid, COSHH and risk assessments to ensure the Centre complies with legislative requirements.
3. Provide administration support to the Central Services Team, Senior Management Team and Board of Trustees including filing, drafting letters and booking travel.
4. Meet and greet building users and deal with telephone enquiries.
5. Assist with maintaining the organisational inventory system.
6. Maintain in effective order the archiving system for financial and service user files.
7. Support the organisation’s reporting requirements through accurate and clear data input.
8. Assist as necessary with the organisation’s external and internal communications including the website, newsletters and letters of thanks.
9. Liaise, and maintain positive relationships with all stakeholders.
10. Support, and contribute to the preparation of, events delivered by the organisation e.g. AGM.
11. Follow strict PTMWA confidentiality procedures for all service users and their families, ensuring these are observed by all employees and volunteers.
12. Follow the PTMWA safeguarding procedures and report any concerns in a timely manner.
13. Support the organisation to continuously meet its contractual requirements, maintain defined service standards and comply with all statutory provision, PTMWA policies and procedures and quality standards.

**GENERAL:**

1. Identify own training and development needs and participate in all training courses relevant to delivering PTMWA’s commitment to providing high quality services.
2. Work at all times with due regard to the policies and procedures of PTMWA, including financial regulations, participating in their development and amendment where required.

**OTHER:**

1. Must be mobile to visit sites and work across the whole city as required.
2. Post is open to women only under the Equality Act 2010, schedule 9, part 1.
3. Post is subject to a Disclosure Scotland Check.

This job description is not designed to provide an exhaustive list of tasks and therefore the post holder is expected to undertake any other reasonable duties within the scope of the post as specified by their line manager.

**PERSON SPECIFICATION**

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| **CRITERIA** | **ESSENTIAL/****DESIRABLE** | **ASSESSED** |
| **EDUCATION/QUALIFICATION** |
| Good level of education  | **E** | Application Form |
| A relevant administration and/or financial qualification e.g. AAT, NVQ 3 | **D** | Certificates |
| A willingness to undertake training in First Aid and other relevant health and safety-related courses | **E** | Application Form |
| **EXPERIENCE, KNOWLEDGE AND SKILLS**  |
| Good numeracy, literacy and IT skills | **E** | Application Form/Interview |
| Recent relevant experience in a financial and administrative role | **E** | Application Form/Interview |
| Experience of using an accounting software e.g. Quickbooks, Sage | **E** | Application Form/Interview |
| Experience of creating and maintaining spreadsheets, databases, letters and publications | **E** | Application Form/Interview |
| An understanding of the voluntary sector | **D** | Application Form/Interview |
| An ability to prioritise the workload and deliver in a timely manner and with minimum supervision | **E** | Application Form/ Interview |
| Has an understanding of confidentiality and personal boundaries. | **E** | Application Form/Interview |
| Has a team player approach to their work and relationships with colleagues.  | **E** | Application Form/Interview |
| Has a pleasant and smart appearance.  | **E** | Application Form/Interview |
| **OTHER** |
| Commitment to equal opportunities and anti-discriminatory practice. | **E** | Application Form/Interview |
| Willingness to undertake training and a commitment to continuous personal development.  | **E** | Application Form |
| Willingness to work flexibly and able to travel to different sites and venues.  | **E** | Application Form |

**Post Holder Signature:
Date:**

**Line Manager Signature:
Date:**