



Finance & Administration Officer

Job Description

Job title: Finance & Administration Officer

Area of work: This is a hybrid role requiring a minimum of 50% of the hours at our office, based at Touchstone, 4 Easby Road, Bradford, BD7 1QX

The role will also involve some travel to occasional community events within the Bradford district

Reports to: Team Leader

Hours: 10 per week to be worked flexibly in accordance with the needs of the charity, across a minimum of 2 days with occasional requirement for out of hours work to attend community events or Trustee meetings

Contract: 1 year with the expectation of continuation, subject to funding

Salary: £24,496 (pro rata); NJC Pay Scale 5 SCP 12 (pay award pending)

Holiday entitlement: 29 days plus 8 public holidays (pro-rata)

Pension: The post holder can opt in to the NEST pension scheme with a 3% employer contribution

Context:

BEACON is a charity founded in 2007 to address the varied needs of people seeking asylum in the Bradford district. Our vision is that the Bradford district becomes a hospitable community where people seeking asylum and refugees are welcome, enjoy access to justice and fair treatment and are supported on their journey to independence and integration. We achieve our vision through 3 projects – McKenzie Friends (legal support), CHAT (weekly English and activities group) and Hosting (accommodation in volunteer households). We are seeking to appoint a highly organised, efficient and competent self-starter with experience of finance and administration in a work context (paid or unpaid) and excellent communication skills.

Job purpose:

- The Finance & Administration Officer will support our Treasurer and Team Leader with all aspects of financial management and administration at BEACON. Working alongside trustees, staff and volunteers to guarantee the smooth running of the organisation, the post holder will play a vital role in our organisation. As a small charity, this role is fundamental to the core infrastructure of the charity and is invaluable in enabling the charity to deliver its work to those who rely on our support.

Key Responsibilities:**Finance**

- To administer all financial and banking transactions
- To maintain all financial accounts, produce regular management accounts and financial reports, carry out monthly bank reconciliations, manage cash flow forecasts, Gift Aid submissions and management of petty cash
- To work with the Treasurer and Team Leader to produce BEACON's annual budget and accounts
- To be responsible for the sourcing and purchasing of resources to facilitate the charity operations
- To liaise with community accountants and provide all information to produce the charity's annual accounts for independent examination

Administration

- To service BEACON meetings and take minutes
- To keep relevant records up to date as required and in line with GDPR requirements
- General office management
- To carry out administrative tasks to support staff, volunteers and trustees
- To take a lead on IT support, ensuring equipment and software is up-to-date

Communications

- To respond to incoming queries on behalf of the charity
- To manage supporter and donor relations on behalf of the charity (individuals and organisations)
- To organise and deliver a programme of community fundraising events and activities
- To manage and update the BEACON website, marketing materials and social media channels as and when required

General

- To attend and service regular BEACON staff team meetings, BEACON's annual AGM and strategic planning day
- To contribute to a culture of equality and demonstrate a commitment to diversity and inclusion
- To work in accordance with BEACON's policies, charitable objectives, mission and vision at all times
- To attend relevant training as and when required, to enhance ability to carry out the role
- To perform any other tasks commensurate with pay scale to ensure effective functioning of charity operations

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

Person Specification

Please refer to the criteria below when completing the application form:

	Essential	Desirable	How evidenced
EXPERIENCE			Application (A) Interview (I) References (R)
Maintaining sets of financial accounts and producing regular management accounts, cash flow forecasts and financial reports	X		A/I
Compiling and submitting Gift Aid claims to HMRC		X	A
Administrative experience, including servicing and minuting meetings	X		A/I
Organising community fundraising events		X	A/I
Working with refugees or people seeking asylum (voluntary or paid)		X	A
Working or volunteering for a small charity or voluntary organisation		X	A/R
Experience of using QuickBooks or QuickBooks Online		X	A/I
Lived experience as a person seeking asylum or refugee		X	A

	Essential	Desirable	How evidenced
SPECIALIST KNOWLEDGE			
Knowledge and understanding of reasons why people seek sanctuary in the UK		X	A/I
Understanding of the need for confidentiality and GDPR	X		A/I
SKILLS AND ABILITIES			
Able to work independently and as part of a small team	X		A/I/R
Maintenance of electronic records and databases	X		A/I
Excellent organisational and time management skills, with the ability to prioritise and manage own workload	X		A/I/R
Accuracy and attention to detail	X		A/I
High level of written and spoken English, with an ability to write reports	X		A/I
Strong IT skills (including Microsoft Office)	X		A/I
Excellent interpersonal skills and the ability to relate to people from a wide range of backgrounds	X		A/I/R

	Essential	Desirable	How evidenced
ATTITUDE AND DISPOSITION			
Interest in and sensitivity towards the needs of people seeking asylum	X		A/I
Highly motivated self-starter	X		A/I
Sympathy with BEACON's Vision and Objectives	X		A/I
Honesty, integrity and reliability	X		A/I/R
A friendly yet professional approach	X		A/I/R
PERSONAL CIRCUMSTANCES			
Ability to work from home with internet access		X	A/I
Willing to travel to occasional community events within the Bradford district	X		A/I
Ability to work flexibly in accordance with the needs of the charity	X		A/I