

Finance and Office Administrator

Job Description

Hours	22.5 hrs per week, ideally over at least four days, with very occasional evening and weekend commitments
Salary	c.£17,500 - £19,000 pa (pro rata) depending on experience + pension contribution
Location	Based at Somerset Community Foundation, Bath and West Showground, Shepton Mallet BA4 6QN with occasional travel in Somerset

The opportunity

You have an opportunity to join one of the UK's most innovative and dynamic Community Foundations, helping to support our finance management system and day-to-day office administration.

In doing so, you will play a very important role in our small team, helping the whole charity work efficiently and effectively at all times, ensuring we maximise our impact in local communities.

About Somerset Community Foundation

Somerset Community Foundation is an award-winning and Quality Accredited member of a growing national and international movement of Community Foundations. We were established seventeen years ago to promote philanthropy and to provide funding to local organisations, making a difference throughout our county.

We want Somerset to be a county of vibrant, inclusive communities where local charities, voluntary organisations and social enterprises thrive, transforming and enhancing the lives of the most disadvantaged people.

Our role is to be the catalyst for inspirational philanthropy for Somerset, providing a simpler and more effective way for donors to make a lasting difference through community investment and leadership.

Somerset is a wonderful county to grow up, live and work in. However, a significant minority, often hidden from view, face considerable challenges in their lives. We believe that philanthropy will have an increasingly important role to play in reducing inequality and increasing access to opportunities for healthier and more fulfilling lives.

We have considerable experience and expertise in supporting positive change in our communities and we will build on this to increase and diversify our impact in the future.

The role

You will bring energy and enthusiasm to the team, ensuring essential 'back-office' functions are carried out efficiently, effectively, accurately and in a timely way to enable the Foundation to focus on achieving its charitable mission.

The focus of the role will be on supporting our financial management processes, ensuring that donations and other income is recorded, and grants and other expenses are paid accurately and in a timely way.

You will work closely with the whole team, but particularly the Finance Manager, the Programme Managers and the Finance Volunteer. Your finance role will involve a combination of weekly, monthly, quarterly and annual tasks, but inevitably there will also be occasional *ad hoc* tasks as well.

You will also undertake a number of relatively simple and regular office administration tasks, such as answering the telephone, opening the post, recording information on our Customer Relationship Management database, and looking after guests visiting the office. At busy times you may also be asked to undertake some tasks associated with our charitable programmes or liaise with key suppliers such as our IT support or our landlord.

You will be provided with training on the Foundation's IT and finance systems and given opportunities for professional development; in addition, to help you understand the value of the Foundation, you may occasionally visit projects we have funded.

The successful applicant will be expected to observe the Foundation's values and policies at all times and to actively engage with continuous professional development.

Person Specification

Skills, Knowledge and Experience – essential unless otherwise noted

- Ideally at least two years' experience in a similar role
- Excellent numeracy skills (essential), ideally with experience of supporting basic financial processes (desirable)
- Experience of working with databases (essential) and Microsoft Office (essential); familiarity with accounting software (desirable)
- Strong office administration skills, with attention to detail and good time management (essential)
- Working knowledge of the basics of charity finance (desirable, but not essential)

Personal qualities and attributes

- Personable, diplomatic, and confident with people from all backgrounds
- Able to work under own initiative but also able to request support when necessary
- Adaptable and capable of fresh and/or lateral thinking, and willing to learn
- Empathy and understanding of the role of local charities, voluntary organisations and social enterprises, and the people they help
- Please note that our office is in a rural location and that access to a car and a clean UK driving licence are required

Key Areas of Responsibility

1. Administration of financial processes (65%):

Weekly

- Record all income received accurately on to our database, allocating it to specific fund(s)
- Monitor direct debits and standing orders to ensure expected regular income is received and notifying the CEO immediately should an expected payment be missed
- Prepare BACS payments, ensuring all the supporting paperwork is prepared for CEO approval
- Bank cheque and cash receipts in Shepton Mallet or Wells

Monthly/Quarterly

- Reconcile fund reports, highlighting and working with team members to resolve variances
- Input and maintain SCF's Fixed Asset register
- Ensure our payroll is provided to our payroll provider in a timely way
- Prepare fund reports as requested
- Prepare changes to banking and investment manager mandates as requested
- Prepare income and expenditure transaction spreadsheets

Annual

- Assist with year-end tasks, including the audit process and preparation of the annual budget, as requested
- Prepare annual fund statement for other team members to report back to donors and funders

2. Office Administration (35%):

- Open the post daily and allocate to relevant team members
- Answer the main phone line and manage the central email account
- Monitor stationery and other office essentials, ordering supplies as necessary
- Enter information and copies of key documents onto the SCF database as necessary
- Liaise with key SCF suppliers, particularly ICT, telecoms and our landlord as required
- Organise room bookings for Board and Finance & Governance Committee meetings and maintain and update the Foundation's meeting schedule.
- Ensure guests to the office are well-looked after upon arrival
- Attend SCF events as requested, including (occasionally) evenings and weekends
- Any other reasonable duties as requested

Somerset Community Foundation is an equal-opportunities and living wage employer.

To apply please send your CV, details of two independent referees that we may approach for references, and an accompanying statement (no longer than two sides of A4, setting out with examples, how you would meet the criteria for this role) to Mary Hancock, Operations Director, Somerset Community Foundation, Bath and West Showground, Shepton Mallet BA4 6QN or email mary.hancock@somersetcf.org.uk .

Your application must be received by **12pm March 11th, 2019**. Interviews will be held on **Wednesday, March 20th** at Yeoman House, the Foundation's main office on the Bath and West Showground, BA4 6QN.