

**Job Description for**

Finance Administrator

March 2017



**Finance Administrator**

**Job Description**

**Context**

Established in 1996, Leeds Bereavement Forum is a small charity based in Leeds, which works to develop and improve bereavement services in the city.

* We signpost individuals to the most appropriate bereavement service either locally or nationally. You do not need to be referred to us, our service is free and open to all
* We provide training, information, events and conferences to people who work in the area of bereavement to support their professional development. We work in partnership with organisations across the city to improve the provision of bereavement services
* We campaign to help people talk more openly about dying, death and bereavement and to make plans for the end of life. We work in partnership with Dying Matters nationally and locally

Leeds Bereavement Forum is funded by the three Leeds Clinical Commissioning Groups. Our funding has been confirmed for the next two years from April 2017 to March 2019.

**Role Summary**

We are looking for an enthusiastic, highly motivated individual who will be responsible for the smooth running of the organisation’s finance and administration systems.

You will be responsible for processing invoices on the purchase ledger system, managing petty cash and dealing with expense claims, along with responding to any other enquiries relating to finance or administration.

To be successful in this role you will have good communication skills and have excellent knowledge in the use of Word and Excel. Teamwork skills are a must as is the ability to work autonomously. Being organised with a flexible approach is essential.

**Main Duties and Responsibilities**

* Maintain the purchase ledger ensuring that all invoices/credit notes have been checked, approved and entered onto the accounting system
* Reconcile bank account records on a monthly basis
* Take responsibility for maintaining petty cash
* Prepare quarterly management accounts with the support of the Treasurer
* Assist in the preparation of budgets
* Respond to telephone enquiries and emails as required
* Attend and take the minutes at the quarterly trustee meetings
* Participate in regular supervision
* Represent Leeds Bereavement Forum in a knowledgeable and professional manner at all times.
* Work as a flexible member of the Team

The Person Specification should be read with the Job Description. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role. Leeds Bereavement Forum does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any ‘gaps’ could form areas for development in the future.

**Person Specification**

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|  | **Essential** | **Desirable** |
| Knowledge and Skills | Good verbal, written and numeracy skills sufficient to be able to make accurate written records  Able to communicate effectively both written and verbally with staff at all levels within the organisation, suppliers, and other external agencies  Good organisational skills and able to work methodically, consistently, with a high degree of accuracy, speed and attention to detail, and when under pressure  Educated to GCSE level. Must have GCSE Maths and English Grade C level or above.  Excellent knowledge of Microsoft suite of products, especially Excel. | Relevant financial qualification  Awareness of the significance of issues surrounding loss and bereavement |
| Experience | Work within a team and autonomously  Work experience within an office environment | Working and / or volunteering with third sector organisations |
| Approach | Well-organised, good team player, problem -solving approach.  Demonstrate understanding and commitment to equal opportunities and diversity | Proactive. |

**Any other duties**

The duties and responsibilities set out above should not be regarded as exclusive or exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities within the organisation commensurate with the level of the role without changing the general character of the post.

**Terms and Conditions**

Permanent contract subject to funding

Salary NJC Scale: 17 £17,547 pro rata | Actual salary £3,509.40

Hours Part Time | 7.5 hours per week

Holidays 25 days per annum plus public holidays, with an additional one-day’s holiday for each year of service up to a maximum of five years

Probation period one month

Notice period four weeks

Benefits TOIL (time off in lieu) system

Contributory staff pension

Subject to receipt of two satisfactory references

Proof of eligibility to work in the UK

**Application**

To apply for this post please send your completed application and equal opportunities monitoring forms to info@lbforum.org.uk. CVs will not be accepted.

The deadline for receipt of applications is 4pm on Thursday 13 April.

Interviews for the post will be held on Wednesday 3 May.

**Equal Opportunities**

Leeds Bereavement Forum is committed to promoting equality and opportunity in its employment practices. In particular, we aim to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, disability or religious beliefs.