

SOUTHMEAD DEVELOPMENT TRUST

Job Description

- Post:** Finance and Administration Officer
- Job Purpose:** The post holder will provide financial and administrative support across all operations of the Trust.
- Responsible to:** Finance Manager
- Salary:** £25,674 – £26,712
- Hours:** 22 - 37 hours per week, negotiable. Part time and full time equally considered with possibility of working flexible hours including 9am to 3pm.



Roles and Responsibilities:

- To provide day-to-day support to the Finance Manager and People and Culture Manager, deputising for the Finance Manager as required.
- To be competent and confident with all the Southmead Development Trust financial regulations, systems, and processes. To support their continuous improvement, integration, and efficiency of the finance systems at the Trust.
- To support all colleagues to understand and follow the Trust regulations, systems, and processes.
- Manage the Trust's workplace pension scheme and Cycle to Work Scheme.
- To record financial transactions, handling accounts payable and receivable.
- To work with the Finance Manager to ensure the correct treatment of VAT is used on activities and assist with VAT preparation.
- Responsible for keeping the Trust's financial records accurate and up to date and ensuring income is correctly recognised in line with accounting standards and procedures.

- Handling Trust invoices including raising invoices, recording receipts, ensuring approvals are in place, appropriately coding payables.
- Carrying out internal transfers across various departments.
- To work with the Finance Manager to ensure that restricted funds are regularly reviewed, reconciled and subject to accurate internal recharges as part of Full Cost Recovery.
- To provide effective financial and administrative support to the CEO, Finance Sub-Committee, Board of Trustees, including booking meetings and administrating Trustee and finance committee meetings.
- Assist with the day-to-day operations of the HR functions and duties (e.g., recruitment, on boarding new staff, DBS checks and the Life assurance scheme.)
- Assist all staff to use our financial and HR systems and processes accurately and independently, as well as problem solving and providing support as required.
- Answering queries from budget holders and managers, providing financial updates or reports, and supporting teams with finance tasks. Supporting the Finance Manager and budget holders to prepare budgets and pull off reports from finance systems.
- To assist in the preparation of financial information for new and ongoing funding applications, and support with the preparation of financial reports and updates for funders.
- To work with the Finance Manager and People and Culture Manager to carry out monthly payroll and to ensure accurate and timely contributions for Tax, NI and the Trust Pension Scheme (NEST).
- Work with the Finance Manager to provide all necessary information to ensure an efficient year-end audit and liaise with the auditor over the production of the audited financial statements.
- Maintaining office supplies by keeping an inventory and ordering new supplies as needed.
- Filing documents and records and retrieving necessary documents as needed for others.
- Maintaining petty cash, recording cash receipts and handling bank deposits.
- Additional finance and administrative tasks as required by the Senior Leadership Team.

General Duties:

- To have commitment to continued professional development including learning new systems and processes to continual improve financial performance of the Trust.
- To always ensure the highest standard of Health and Safety.
- To comply with all Southmead Development Trust's policies and procedures.
- To maintain a professional attitude and conduct.
- Any other duties as and when required.
- Have a Flexible approach to working which will include occasional evenings and weekends.

Person Specification

Post Title: Finance and Administration Officer		
	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Relevant Level 3 Qualification, or equivalent 	<ul style="list-style-type: none"> • A bookkeeping qualification
Experience	<ul style="list-style-type: none"> • Financial administration • Extensive experience with using different finance and HR software packages • Developing and implementing policies and procedures to achieve high quality standards, efficiency, and security. • Working in a team-oriented, collaborative, and diverse environment demonstrating flexibility, drive and initiative required to support projects and services effectively. 	<ul style="list-style-type: none"> • Working in a charity or with the charity sector • Working with Xero accounting software • Experience with CRM (Customer Relationship Management) systems
Specific Skills/ Knowledge	<ul style="list-style-type: none"> • Excellent numeracy skills. • Proficient in Microsoft Office. • Confident to learn new software and adapt to new systems • Practical ability to implement financial systems & procedures to continuously improve efficiency and effectiveness. • Good organizational skills, ability to work under pressure, independently and flexibly using your own initiative 	<ul style="list-style-type: none"> • Knowledge of Southmead or a similar area and the issues facing residents • Knowledge of workplace pension schemes • Knowledge of sporting, recreational and wellbeing activities

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	ESSENTIAL	DESIRABLE
Attitude	<ul style="list-style-type: none">• Ability to adapt to a changing environment• Ability to work as part of a team.• Personal drive for excellence in all things• Commitment to improving the financial performance of the Trust.• Willing to participate in other operational tasks, for the overall success of the Southmead Development Trust.• Committed to the values and charitable objectives of Southmead Development Trust.	