

Purple Elephant Family Support

Office and Finance Coordinator Job Description

Reporting to: Service Manager

Pay: £27,852 pro rata.

Hours: 15 hours a week, which can be done on a flexible basis, including occasional work outside normal office hours for example to attend trustees' meetings. We are a family focused charity, and we are happy for you to work hours to suit your family's needs.

Fixed term employee contract of 12 months to be extended if funding is secured.

Location: Home Working and attending meetings in Frome as necessary.

Purpose of the role

The purpose of the role is to ensure the smooth running of Purple Elephant in order to ensure the organisation can continue to improve the lives of families in Frome. You will work closely with our experienced Service Manager to oversee people management, finance and office systems.

Main responsibilities:

- Raising and paying invoices, day to day banking.
- Preparing information for annual accounts and monthly bank reconciliation.
- Preparing finance reports for trustees and Charity Commission.
- Providing admin for recruitment.
- Providing liaison with our accountants/payroll and HR advisors.
- Maintaining and implementing safer recruitment processes.
- Assisting in the recruitment for staff and volunteers together with trustees and the Service Manager.
- Identify and arrange staff training and CPD.
- Prepare and process DBS applications; risk assess if convictions.
- Prepare new and update existing policies, procedures, handbooks.
- Ensure strategic compliance with health and safety legislation and Charity Commission guidance together with the Service Manager.
- Supporting the finance/funding strategy.
- Assist the Service Manager with fundraising.
- Maintain charity information.
- Maintain single central record for staff and volunteers.
- Renew memberships eg Local Giving.
- To be accountable for financial compliance for the charity and support the Service Manager and relevant boards with wider governance.
- To act as the Data Protection Controller for the charity.

Other:

- Maintain good working relationships with the Service Manager, trustees, and all staff so that they are fully aware of all finance and operations activities that are taking place.
- Undertake training and mentoring when necessary and participate in regular appraisals and performance reviews.

- To ensure that all Purple Elephant stakeholders are respected and valued.
- Uphold the commitment of the organisation to equality and diversity.
- The post-holder will be expected to adhere to all organisational policies.
- Undertake any other duties commensurate with the post.
- This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Person Specification:

Understanding of and alignment with Purple Elephant’s core values is essential.

	Essential	Desirable
Skills and abilities	<p>Effective verbal and written communication skills.</p> <p>Effective organisational and time management skills.</p> <p>Skilled user of Microsoft Office Suite, in particular Word and Excel.</p> <p>Numeracy and Literacy skills.</p> <p>Ability to work without close supervision, using own initiative.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Ability to work flexibly as part of a team.</p> <p>Attention to detail.</p> <p>Ability to plan ahead and prioritise own workload.</p> <p>Ability to maintain confidentiality relating to sensitive or personal matters.</p> <p>Understanding of HR and line management.</p>	
Knowledge	<p>Knowledge of charity finance and finance packages.</p> <p>Knowledge of invoicing systems.</p> <p>Understanding of safe recruitment processes and Health and Safety issues.</p>	<p>Understanding of social inequalities and their impact on families.</p> <p>Knowledge of Frome and areas of disadvantage there.</p>
Experience	<p>Experience of administrative work.</p> <p>Experience of financial management and office systems.</p> <p>Experience of staff recruitment and HR services.</p>	<p>Experience of staff management.</p> <p>Qualified accountant/AAT trained or in progress/book keeping qualification.</p> <p>Background in charity finance.</p>
Personal attributes	<p>Committed to facilitating social inclusion and reducing inequalities.</p> <p>Flexible worker; Team player, Honest, Trustworthy, friendly.</p>	<p>Ability to present professional advice confidently and tactfully, express a viewpoint and provide financial direction.</p> <p>Ability to present complex financial information to nonfinancial managers both in writing and verbally.</p>