**Job description and person specification template**

**Job title:** *Finance and Resources Assistant*

**Location:** *Bristol, UK with home-working as required*

**Duration:** *Initially a 1 year contract*

**Working hours:** *Full time, 35 hours a week*

**Salary:** *£22,124pa + competitive holiday + pension*

**Start date:** *As soon as possible*

**Responsible to:** *Group Finance & Resources Officer*

**Responsible for:** *See below*

**Overall aim:**

*The aim of this role is to support all areas of administration for the finance and resources team as well as some support in operations and to the CEO.*

**Key objectives:**

1. *To support all areas of administration for the finance and resources team*
2. *To ensure that appropriate office supplies and equipment are available, well maintained and that the office space is effectively used and well run.*
3. *To support the operations team with the donor contract database*
4. *To support all areas of administration for the CEO.*

*Full training will be given.*

**Key roles/ tasks:**

1. ***SUPPORT ALL AREAS OF ADMINISTRATION FOR THE FINANCE AND RESOURCES DEPARTMENT***
   1. *Preparation of financial journals in line with expenditure occurred within the UK office*
   2. *Carrying out monthly tasks such as banking donations, petty cash reconciliations and bank reconciliations.*
   3. *Administer credit card and staff expense claim forms*
   4. *Preparation and setup of online foreign currency payments*
   5. *Maintaining the fixed asset register*
   6. *Maintain finance and human resources department files/records.*
   7. *Assist with the Group Finance Manager and Project Finance Manager in in identifying information capture processes and updating of detailed procedures notes relating to financial procedures.*
   8. *Support the quarterly budget process*
   9. *Support the year-end statutory audit process*
2. ***tO ENSURE THAT APPROPRIATE OFFICE SUPPLIES AND EQUIPMENT ARE AVAILABLE, WELL MAINTAINED AND THAT THE OFFICE SPACE IS EFFECTIVELY USED AND WELL RUN***
   1. *Support the management of office supplies and related procurement – office refreshments, stationery and equipment*
   2. *Handle incoming telephone calls, queries and post.*
   3. *Assist with ensuring that adequate and appropriate office and IT resources are available, properly maintained, secured, recorded and insured.*
   4. *Assist with any other relevant tasks at the request of your line manager.*
3. ***TO SUPPORT THE OPERATIONS TEAM WITH THE DONOR CONTRACT DATABASE***
   1. *Support maintaining the Contracts database on Salesforce*
   2. *Support preparing travel administration for the operations team*
   3. *Support with procurement required.*
4. ***TO SUPPORT ALL AREAS OF ADMINISTRATION FOR THE CEO***
   1. *Administration for the board meetings and papers.*
   2. *Support preparing travel administration and logistics for the CEO.*

**Person specification:**

E = Essential criteria D = Desirable criteria

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| ***Qualifications:*** |  |
| * *Educated to A-level standard or equivalent* * *Grade A or above in GCSE Maths or equivalent* * *Working towards a book keeping / accounting qualification* | ***E***  ***E***  ***D*** |
|  |  |
| ***Experience:*** |  |
| * *Minimum of 2 years office finance and administration experience* * *Proficiency in the use of Microsoft Office – Excel, World and Outlook* * *Strong numerical and problem solving skills* * *Strong administrative skills* | ***D***  ***E***  ***E***  ***E*** |
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| ***Personal Qualities:*** |  |
| * *Organised, efficient with the ability to prioritise work effectively* * *Able to work to instructions but also able to take initiative when required* * *Discreet, particularly concerning confidential matters* * *Strong team member with a positive and flexible attitude towards new tasks and priorities* | ***E***  ***E***  ***E***  ***E*** |