

Job Description

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| Title: | Finance and Admin Assistant |
| Hours: | 37.5 hours per week |
| Office Base: | Carers Plus Yorkshire, Snainton |
| Accountable to: | Chief Executive Officer |
| Line Management: | Finance Manager |
| Contract: | Open |

Job Summary:

The postholder will be part of a small admin team who provide support to the whole organisation and team across 2 office bases and various outreach locations. You will mainly provide support and assistance to the Finance Manager with the day to day financial running of the organisation. You will also provide administration duties as designated. You will need to work accurately, with an eye for detail. You will be an experienced IT user, familiar with accounting software and databases as well as MS office. A keen awareness of confidentiality, along with a warm and friendly personality is essential.

Key Duties:

Finance

- a) Data inputting of day to day financial transactions using Sage 50 accounts
- b) Payment of invoices and expenses in accordance with procedures
- c) To assist with quarter and year end procedures, including budget reports and VAT returns
- d) To assist with payroll
- e) To maintain internal financial systems
- f) To assist with bank and credit card reconciliations
- g) To provide cover for FM for leave / sickness

Administration

- a) Provide reception duties – handling phone calls in a timely, friendly and professional manner
- b) Receive and greet visitors in a warm and professional manner
- c) To take and process referrals in accordance with procedures
- d) To use the organisation's CRM systems under the direction of the Office Manager / Senior Administrator. Maintaining accurate client records from referral to closure and evaluation
- e) To make client appointments
- f) Send appropriate letters and forms at the various stages of client contact.

g) Scan and uploading documents to client records

General Duties:

1. To maintain strict confidentiality over personal information relating to individuals, being GDPR compliant
2. To comply with Carers Plus Yorkshire's policies and procedures and maintain the standards and code of conduct required and expected by the organisation.
3. To understand and comply with CPY Safeguarding Policies and Procedures and undertake training as required for your role.
4. To maintain monitoring and recording systems, using Charitylog data base (training given)
5. To assist in maintaining an accurate and comprehensive information resource which is accessible to staff, carers and other agencies.
6. To support the work of individual CPY volunteers as required and requested.
7. To advise Carers Plus Yorkshire of ways to improve its own service and other services for local carers, using knowledge and experience gained from carers themselves, and to record unmet need.
8. To identify and agree with his/her Line Manager his/her own training and development needs and seek ways to address them.
9. To prepare for, attend and contribute to regular one-to-one supervision sessions and team meetings.
10. Be an active participant in staff Team Meetings.
11. To provide appropriate cover for staff absences.
12. To represent Carers Plus Yorkshire at a local or regional level when required.
13. To work with the whole team to support promotion of CPY services and to undertake any tasks required to raise awareness of the services offered.
14. To take responsibility for specific pieces of 'project' work in line with agreed project work plans and in agreement with the Chief Executive Officer.
15. Any other duties as required to support the organisational priorities and Business Plan, in agreement with Chief Executive Officer.
16. To be flexible with contracted hours as required by carers and Carers Plus Yorkshire and in agreement with Line Manager.

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This Job Description is not meant to be exhaustive and the organisation reserves the right to require the job holder to be flexible and perform duties other than those listed according to the changing requirements of the organisation.

This job description may be reviewed in consultation with the postholder from time to time.