

GL11 Community Hub

Administration and Finance Officer

Job Description

Job Title	Administration and Finance Officer
Responsible to	Office Manager
Conditions of Service	25 hours per week for 50 weeks per annum, worked over 4-5 days each week 5 weeks annual leave 6 months probationary period DBS Clearance is required for this post
Salary	£23,554 pa pro rata
Contract	Permanent
Location	Your usual location will be at GL11 Community Hub in Cam.

Job Summary

As a key member of the Organisational Support Team, you will be responsible for the smooth running of the office administration systems and assisting the Finance Manager with bookkeeping, ensuring your work is aligned with the organisation's strategy, ethos, and values.

Responsibilities and Duties

1. Administrative Support

- Working with the Office Manager to maintain and develop administrative systems, ensuring efficient record keeping in relation to external contractors, health and safety, insurance, governance, HR, policies and procedures and other records required to sustain GL11 as an organisation.
- Work with staff to set up effective administrative and reporting systems, supporting them to become administratively independent.
- Carrying out general administrative tasks, including policy review and update.
- Work with external IT contractors to ensure effective IT support for all staff.
- Enter and maintain records on database and produce reports as requested.

2. Finance Support

Assist the Finance Manager with a range of finance and book-keeping tasks including cashing up and banking, sales and purchase invoicing using Quickbooks accounting package and other finance work as requested.

GL11 Community Hub

Administration and Finance Officer

Job Description

3. Reception Cover for Sickness & Holiday

Provide a friendly and welcoming front of house service, acting as the first point of contact for visitors and phone callers, ensuring all feel relaxed and at ease.

4. General

- Attend regular team meetings and play an active role in supporting a culture of good communication, collaboration, innovation and joint responsibility for achieving GL11's vision and objectives.
- Support other team members as appropriate, ensuring a positive and constructive working relationship with others at GL11 Community Hub.
- Work pro-actively as part of a team to support activities/events.
- Work with all staff/volunteers to deliver the aims of the Organisation and other duties as requested.
- Work within GL11 Community Hub policies
- Other duties relevant to this post.

GL11 Community Hub

Administration and Finance Officer

Job Description

Person Specification

Experience	<ul style="list-style-type: none">• Two years' experience of administration, preferably in the community sector• Two years' experience of practical use of accounting packages e.g. QuickBooks, Xero, Sage
Knowledge and Understanding	<ul style="list-style-type: none">• Good understanding of diversity and how this relates to people in a community setting
Skills and Abilities	<ul style="list-style-type: none">• Excellent written and verbal communication• Proactive problem solving and decision-making skills• Manages and adapts positively to change• Competent with Excel and Word• Excellent attention to detail• Well organised and able to prioritise tasks effectively
Qualifications	<ul style="list-style-type: none">• Willingness and ability to attend training relevant to this post.• Maths and English qualification
Values and ethos	A team player with a commitment to working in a community setting, putting into practice the values and ethos of GL11 Community Hub