

Job Description

Job Title: Administrator
Date Prepared: 8th February 2019

Job Purpose

To support the financial and administrative functions of the Charity in order to ensure a financially secure service which delivers value for money. Provide support in relation to administration and HR services, and contribute to the effective delivery of fundraising supporter communications and social media/marketing.

Responsible to: Finance & Funding Manager

Location: Homeworking initially, South Bristol base planned

Relationships:

The postholder is expected to foster excellent working relationships with all members of the Soundwell team, both staff and trustees. In particular, the postholder is expected to develop a sound and collaborative working relationship with the Finance & Funding Manager.

Main Responsibilities:

Finance:

1. Maintain financial records to meet legal requirements and to measure both the inputs and the outcomes of the Charity's financial operations.
2. Input monthly financial transactions into Sage Accounts
3. Be responsible for the accurate payment of all invoices, ensuring that payments and payment authorisation, and recording of such are in line with the Charity's Policies and Procedures.
4. Process the monthly payroll for the Charity, as directed by the Finance and Funding Manager, ensuring accuracy and compliance with legislation, including liaison with Payroll provider and NOW Pensions.
5. Adhere to clear safe procedures and scrutiny in relation to cash handling and cash control.
6. Assist in the preparation of annual budgets, forecasts and annual financial statements and support the year-end external examiner process.
7. Produce financial information for the team and provide support in financial matters as required by Finance & Funding Manager, for funding applications, financial returns and other reporting.

Service Support:

1. Provide logistical support to the Finance and Funding Manager around the planned move to a central Soundwell Practice Base and Office in Bristol
2. Support the Senior Staff Team to ensure that the therapy team comply with Soundwell policies, legislation and procedures particularly in relation to data protection.

HR & Organisational Support:

1. Assist with HR admin functions as required, which may include:
 - a. Recruitment handling and response
 - b. Monitoring of key HR tools ensuring administrative compliance in relation to holiday entitlement, sickness levels and co-ordinating return to work procedures

2. Offer administrative support for all Soundwell service activities, including coordinating room hire, service user transport and other logistics, and being first point of call for the main Soundwell phone line and enquiry email address.
3. Support the Finance and Funding Manager to ensure that Soundwell's IT systems are fit for purpose, with information kept safe
4. Ensure any complaints or legal matters arising from any aspect of Soundwell's work are reported to the Finance and Funding Manager or other senior staff member immediately.

Fundraising & Marketing support:

1. Work with and assist the Funding and Finance Manager to support the fundraising and marketing strategy
2. Update the Soundwell website and social media channels as required.

Monitoring & Evaluation:

1. Support the administrative element of our monitoring and evaluation, including Big Lottery Fund outcomes, particularly ensuring data is input and analysed in a timely and accurate way
2. Support Local Service Co-ordinators to ensure records (paper-based and electronic) are kept up to date.
3. Assist in interpreting data collected and understand trends in outcomes
4. Ensure that Soundwell databases are fully utilised and fit for purpose in conjunction with the Finance and Funding Manager

General:

1. Actively promote the charity and ensure good equal opportunities practice.
2. Participate in the facilitation of workshops, presentations or training as appropriate.
3. Undertake any training necessary to do the job and receive line management from the Finance and Funding Manager.
4. To undertake any other such duties as directed which may be appropriate in order to achieve the charity's objectives.

Note:

This job description is not exhaustive and will be reviewed from time to time and amended by mutual agreement. The postholder will receive regular reviews together with an annual job appraisal with the Finance and Funding Manager to review progress, job description and performance in post.

Person Specification:

1 Experience & Knowledge

- a) Experience in a finance administration or book-keeping role
- b) Experience of supporting staff colleagues
- c) Experience of data entry
- d) Experience of working within a small, flexible organisation
- e) Experience of being the first point of contact within an organisation
- f) Highly computer literate with strong Excel skills and preferably experience of Sage 50 Accounts
- g) Experience of HR Admin and related functions
- h) Some knowledge of digital communications channels including websites, social media and online newsletters

2 Skills and Abilities

- a) Strong attention to detail and ability to work accurately, particularly with financial information and data
- b) Belief in the value of music therapy and an empathy towards Soundwell's clients
- c) Well-developed interpersonal skills
- d) Good time management with the ability to multi-task
- e) Ability to show flexibility in working hours
- f) Ability to organise, plan and prioritise own work
- g) Excellent verbal, written and non-verbal communication skills.
- h) Enthusiasm, patience, discretion and a sense of humour.

- i) Own transport and ability to travel throughout the catchment area as required
- j) A good understanding of and a commitment to the values of equal opportunities, impartiality and confidentiality as it applies to one's own work, and team work

Employment Details:

Hours: 10 Hours per week and subject to continuation in funding. Hours to be flexibly worked and agreed with Finance and Funding Manager (must be available for at least 3 hours on Wednesdays within school hours)

Location: Initially home working, with a planned move to South Bristol in Autumn 2019

Salary: £20,000-22,000 per annum (pro-rata, dependent on experience)

Benefits: - 33 days holiday inclusive of bank holidays (pro rata).
- defined contributory pension scheme
- generous sick pay scheme
- mileage allowance

Disclosure: Due to the nature of this work, the post is subject to a standard DBS check. Previous criminal convictions may not necessarily be a bar to this employment.

- Ends -