

*CHAS has a vision of society where all members
of the community have a place they can call home*

JOB DESCRIPTION

Job title:	Finance and Office Administrator
Location:	CHAS (Bristol) Housing Advice Service, The Assisi Centre, BS5 0RE
Accountable to:	Partnership and Development Manager
Hours and leave:	16 hours per week 25 days + Bank Holidays (pro rata)
Contract type:	1 year fixed term (with extension subject to funding)
Pension:	Employer pension
Salary:	£19,000- £23,500 (pro rata) dependent on experience

About CHAS: CHAS is a local housing and homelessness charity, based within the community. We provide advice, advocacy and support to anyone in housing need, with a focus on the most marginalised.

Role Summary: To assist in the management and oversight of the charity's finances. Additionally, assisting with general administrative matters and the smooth running of the office.

Context: This is a new role, and a key position with CHAS. CHAS has recently gone through a period of sustainable growth and we have been gradually moving our financial processes in-house, to be less reliant on our trustee board. This role will offer the opportunity to shape new processes and there is scope to develop the role if you desire.

Personal Outlook: The post-holder must be a person with a strong commitment to the voluntary sector and a desire to make a real difference. You will be working as a member of a small staff team.

We're keen to have a staff team which is representative of the community we serve and also welcome applications from people with life experience of housing and homelessness issues to help us to shape and develop our service.

Responsibilities

Financial

1. Administering all payments and invoices that pass through the CHAS office, such as donations, expenses and salaries.
2. Paying bills, setting up and reviewing regular payments for contracted services.
3. Maintaining Quick Books, completing all data entry, coding and allocation of funds.
4. Administering petty cash and credit card transactions.
5. Supporting the administration of payroll and pensions.

6. Supporting management to producing regular reports for board meetings and supporting the development of larger financial reporting, such as for funders or the annual accounts.
7. Contributing to the development of the organisation's budget and financial monitoring processes for core and project funding.
8. Supporting with the development of new systems as the charity brings more financial processes in house.

General

9. Managing the administration email and postal correspondence. There could be scope to develop the role to take referral details from clients, if desired.
10. Ensuring office supplies and equipment are suitable to needs and well maintained.
11. Be responsible for record keeping and the archiving of office files.
12. Facilitating the booking of training, facilities, refreshments and preparation for events.
13. HR administration, such as maintenance of the central register of policies and procedures and recruitment administration.
14. Supporting the administration of the bi-annual Advice Quality Standard audit

Other responsibilities

1. To work within CHAS (Bristol) policies and procedures, including equal opportunities, health and safety and confidentiality.
2. To work alongside volunteers and trustees of the charity.
3. To undertake training to maintain up-to-date knowledge and skills required for the role and other new projects as agreed by the Trustee Board.
4. To engage with and contribute to the development of service as the charity grows.
5. To undertake such other duties as may be required.

Person Specification

C- Certificate A – Application I- Interview T- Test

		Essential	Desirable	Measured
Education	<ul style="list-style-type: none"> Have or be working towards a bookkeeping/ accounting qualification 	X		A/C
Experience	<ul style="list-style-type: none"> At least two years' experience of office administration 	X		A/I
	<ul style="list-style-type: none"> At least one years' experience of bookkeeping and financial administration 	X		A/I
	<ul style="list-style-type: none"> Experience of maintaining Quickbooks, or similar accountancy software 	X		A/ I/ T
	<ul style="list-style-type: none"> Experience of monitoring financial transactions and producing regular reports 		X	A/I
	<ul style="list-style-type: none"> Experience of working in the voluntary sector 		X	A/I
	<ul style="list-style-type: none"> Experience of working alongside and supporting volunteers 		X	A/I
	<ul style="list-style-type: none"> Experience of working with vulnerable people 		X	A/I
Knowledge/ Understanding	<ul style="list-style-type: none"> Understanding of HR processes, e.g. policies and recruitment administration 	X		A/I
	<ul style="list-style-type: none"> Understanding of budget management and financial processes 		X	A/I
	<ul style="list-style-type: none"> Understanding of homelessness issues 		X	A/I
	<ul style="list-style-type: none"> Understanding of quality assurance processes 		X	A/I
Skills & Abilities	<ul style="list-style-type: none"> Excellent attention to detail; the ability to maintain accurate financial records and produce regular reports from these 	X		A/I
	<ul style="list-style-type: none"> Excellent organisational skills 	X		A/I
	<ul style="list-style-type: none"> Proficient in computer skills e.g. Quickbooks, Excel, Outlook 	X		A/I/T
	<ul style="list-style-type: none"> Ability to work successfully and co-operatively as a member of a team 	X		A/I
	<ul style="list-style-type: none"> Ability to work on own initiative, prioritising and managing workload and time to meet deadlines. 	X		A/I
Personal Qualities	<ul style="list-style-type: none"> Enthusiastic, flexible and confident approach to work 	X		A/I
	<ul style="list-style-type: none"> Commitment to the aims of CHAS (Bristol) 	X		A/I
	<ul style="list-style-type: none"> A commitment to work within CHAS's equal opportunity policy 	X		A/I