ANSS Finance and Administration Officer

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| **Post Title:** | Finance and Administration Officer |
| **Hours:** | 9 hours per week  4 months fixed term contract starting 2nd July 2018 |
| **Salary:** | £20,522 pro rata |
| **Responsible to:** | Development Officer |
| **Service Area:** | Northamptonshire Supplementary Schools |
| **Purpose of Post:** | This post is concerned with the financial and administrative needs required to ensure the smooth running of the ANSS |
| **Job Context** | ANSS is the umbrella organisation of 17 Northamptonshire supplementary schools. The ANSS supports the safe running and development of our member schools |

**PRINCIPAL RESPONSIBILITIES**

1. With the Development Officer to develop and monitor the budget to ensure finances are being managed accordingly, and in line with grant terms and conditions
2. To be responsible for the recording, processing and filing of all invoices, charges, payments and payroll
3. To ensure that the accounts are reconciled on a monthly basis and report to the Board of Trustees as required
4. To prepare the accounts for annual audit
5. In partnership with the Development Officer, prepare budgets for grant applications and final grant reports as required.
6. To organise and attend ANSS events and meetings, and provide minutes as required.
7. To administer DBS applications
8. To update the website on a regular basis
9. Provide administration for ANSS memberships and school bookings
10. To undertake further administrative duties as appropriate
11. To ensure that all the work of the Association complies with Safeguarding Children and Equal Opportunities Policies
12. Reports to the Development Officer

**This job description reflects the principle accountabilities of the post holder and identifies the level of responsibility at which they will be required to work. In the interests of effective working, the key tasks may be reviewed from time to time to reflect changing needs and circumstances, as appropriate to the role**

PERSON SPECIFICATION

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| Post Title: | **Finance and Administration Officer** | |
| Grade | £20,522 pro rata | |
| Service Area: | Northamptonshire Supplementary Schools | |
| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| Education and Qualifications | NVQ Level 2 Administration or equivalent proven experience as a book keeper  Good standard of literacy and numeracy.  Knowledge of MS Word, PowerPoint and Excel to intermediate/advanced level | NVQ level 3  Educated to GCSE standard (or equivalent) C or above in English and Mathematics |
| Experience and Knowledge | Good knowledge and understanding of the role that ICT has to play in administration and communication.  Knowledge of financial administration  Experience of arranging meetings and organise events  Experience of using content management software for websites | Knowledge of mail chimp  Knowledge of using WAVE accounting or similar online accounting package |
| Ability and Skills | Ability to introduce and maintain efficient financial and administrative systems  Ability to use feedback positively to improve service.  Ability to identify priorities and committed to meeting deadlines  Ability to communicate effectively via e mail and letters.  Ability to convey commitment to organisation goals  Ability to prioritise  Ability to work as an individual as well as part of a team.  Ability to communicate effectively both verbally and electronically with a variety of internal and external stakeholders  Willingness to undertake training appropriate to the role |  |

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| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs |  |

**This role is subject to a DBS check**