

EXETER COMMUNITY INITIATIVES

JOB DESCRIPTION (as at 30.6.08)

Job Title: Finance and Admin Manager
Salary: NJC Scale Points 29 to 32
Responsible To: The ECI Council through the Executive Director
Hours: 22.5 hrs per week (to be worked flexibly)

Overall Role:

To take responsibility for the organisation's financial management and general administration.

Management and Scope of Post:

Accountability will be to the Executive Director on a day-to-day basis and ultimately to the trustees of ECI (ECI Council).

This post is part of the Senior Management Team within the organisation and will involve considerable joint working with other colleagues. The post will have management responsibility for the Admin Team and the cleaner based at the 'central' office.

Major Tasks:

1. Ensure the sound financial management of the organisation.
2. Oversee the general administration of the charity.
3. Manage the organisation's administrative support functions.
4. Manage the Admin team based at the 'central' office.
5. Co-ordinate the work of the organisation.

Specific Tasks will include:

1. Ensure the sound financial management of the organisation.
 - Produce budgets, financial forecasts, management accounts and other financial information for Council meetings, Project Committees, Business Plans and funding applications
 - Develop and oversee appropriate financial systems and controls
 - Prepare the financial records of the organisation for external audit
 - Produce the Annual Report and Accounts (working with the Executive Director)
 - Support and liaise with the Treasurer, project treasurers, and other staff with financial responsibilities in carrying out their responsibilities
 - Ensure that Inland Revenue claims are made
 - Maintain the payroll system through liaison with the external payroll service
 - Ensure the operation of the Group Personal Pension scheme
2. Oversee the general administration of the charity.
 - Service Council meetings and other sub-committees as appropriate
 - Work with the Company Secretary to carry out the administrative responsibilities associated with this role
 - Ensure that the legal requirements of being a Charitable Company are met (working with the Executive Director)
 - Make statutory returns
 - Ensure that the organisation is properly insured

3. Manage the organisation's administrative support functions
 - Manage the 'central' office premises
 - Liaise with Project Managers/ Senior staff to determine their on-going needs for admin support
 - Ensure that appropriate administrative and IT support is provided to ensure the smooth running of ECI's projects/wider work, including balancing the needs of different projects/pieces of work
 - Ensure that the organisation's health and safety requirements are met, including supporting other members of the Management Team in meeting their responsibilities

4. Manage the Admin team based at the 'central office'.
 - Line manage and supervise the Admin Team based at the 'central' office
 - Ensure effective communication within the Admin Team, including organising regular staff meetings
 - Line manage and supervise the cleaner based at the 'central' office
 - Contribute to the development of high standards of personnel practice across the organisation, and ensure that these are maintained with the Admin team, including appropriate staff learning and development opportunities

5. Co-ordinate the work of the organisation
 - Organise appropriate meetings of staff within the organisation as a whole as directed by the Executive Director (e.g. Management Team meetings and occasional all-staff meetings)
 - Ensure that the cycles of the different Committee meetings are properly co-ordinated
 - Ensure the effective co-ordination of admin and other support systems across the organisation
 - Ensure other co-ordination of the organisation's activities as needed

5. Other Tasks
 - Support the Executive Director in dealing with Human Resource issues as appropriate (e.g. updating staff re changes to pay and holiday entitlement, personnel records, etc)
 - Attend regular meetings with the Executive Director for line management and supervision purposes
 - Attend appropriate training events as identified in consultation with the line manager
 - Work to promote and maintain the values and ethos of the organisation
 - Carry out other tasks as may be necessary to ensure the smooth running of the organisation

PERSON SPECIFICATION

Essential Skills, Experience and Qualities:

- Experience of double-entry book-keeping systems and financial management control
- Experience of preparing financial reports and information
- Experience of organising and servicing effective meetings
- Experience of office and/or other administrative management
- Ability to communicate financial information clearly at all levels of an organisation
- IT literate and familiar with a range of IT-based book-keeping packages including SAGE
- Knowledge of the legal requirements of charities and companies
- Excellent inter-personal and communication skills
- Excellent administrative and organisational skills
- Ability to work flexibly, both as part of a team and on your own initiative
- Ability to work flexible hours, with more hours at certain times of year, and less at others
- Evidence of an understanding of and commitment to Equal Opportunities policy and practice
- Committed to the aims and ethos of the organisation

Desirable Skills, Experience and Qualities:

- Some form of formal financial or related qualification
- Previous experience of working in the voluntary sector
- Supervision and management of staff

TERMS AND CONDITIONS

- NJC Scale Points 29 to 32
- 22.5 hours per week to be worked flexibly, ideally over 4 or 5 days per week
- 25 days holiday plus bank holidays with 1 extra day for each full year of service up to a maximum of 30 days (all pro rata for part-time staff)
- A Group Personal Pension Scheme is available after three months of service with a 5% contribution from the employer, provided it is matched by a minimum contribution of 3% from the employee
- Subject to a six month probationary period with an initial review after three months