

Job Description
Finance & HR Administrator



Responsible to: Finance Director
Location: Baca office, Loughborough, England. The role may require occasional travel
Hours: 22.5 hours per week
Salary Band: £17250 to £18500 per annum pro rata
Contract: Permanent

Overall Purpose

To actively participate in Baca's vision to see a world where young force migrants are welcomed, feel safe and have hope to rebuild their lives for a better future. To support this vision by providing effective and efficient administrative support for the Finance and HR functions of the organisation. The role will also have other general administrative responsibilities alongside the finance and HR responsibilities.

Duties & Responsibilities

- Processing and payment of expenses, invoices, purchase requests and card payments.
- Provide administrative support for the production of management accounts.
- Administrative oversight of all direct debits, standing orders for Rental agreements, utility payments and other bills.
- Support the processing of council tax bills and payments. This includes communicating with the Council and the support team and ensuring bills are correct and up to date.
- Assist with the processing of payroll including pension and HMRC payments when necessary.
- Administering the monthly customer invoicing including scanning backing documentation and sending invoices to customers, including processing payments and receipts on the bank. This is also including following up outstanding debtors.
- Assisting with throughput expenditure including identifying spends, scanning of documents, producing the weekly allowance sheet and filing paperwork.
- General administrative tasks relating to finance including filing, printing finance forms, archiving and printing bills.
- Responsibility for petty cash ensuring sufficient levels of cash are available, processing all payments and ensuring all amounts are reconciled on Sage.
- Maintaining up to date procedures on areas of responsibility.
- To provide administrative support to all areas of the HR function including ongoing maintenance of staff records.
- Providing administrative support to all areas of Baca's operations as and when required

General

- Embrace the Vision and Values of Baca and reflect this in working practice.
- Play an active and supportive role within the organisation.
- Take ownership of files allocated, ensuring they are up to date and stored correctly.
- Treat all staff and young people fairly and without prejudice, in line with Baca's values.
- Maintain strict confidentiality in relation to work undertaken and ensure all confidential material is stored according to Baca's Confidentiality statement and Data Protection Policy.
- Practice the correct procedures for dealing with any incidences of safeguarding, in line with Baca's Child, Vulnerable Adult Protection & Safeguarding Policy.
- Adhere to all Baca's policies and procedures.

Personal Specification

Baca is looking for someone who can support the organisation's Finance and HR functions. The role does include other general admin responsibilities. The successful applicant will be motivated and passionate about the work that Baca does and the young people in our care. They will be able to subscribe Baca's values and demonstrate them in their behaviours. They will be very organised, practical, and able to get on with tasks that need doing on a day to day basis, managing a varied and busy workload. They will be methodical, follow processes, pay attention to detail and able to deal with a variety of paperwork. They will be very approachable and enjoy working as part of a team and supporting others.

The successful applicant will have a personal style that is in line with Baca's vision and values. Someone who is supportive, approachable, responsible, reliable and personable.

Qualifications/Knowledge/Experience

- Experience of providing administrative support for an organisation.
- Basic Accounting and Bookkeeping experience preferable but not essential.
- Strong ability to use computers well, Microsoft Office and on-line email systems.
- Experience of using Sage or other Finance systems (including Payroll function) is desirable.
- Experience of prioritising workload to meet competing deadlines and in a flexible way to the changing demands of Baca's work.
- Advocate of customer care including experience of dealing with a range of customer queries and concerns in a professional manner.

Skills/Abilities

- Excellent personal organisation with a high attention to detail. Able to manage a number of tasks at any one time.
- Good teamwork, communication and interpersonal skills and ability to interact well with staff, contractors and visitors to the office and other properties.

Other Expectations

- Commitment to work within the aims, values and ethos of the organisation.
- Appointment is subject to a satisfactory Enhanced DBS check.
- Have a genuine concern for and commitment to asylum seekers/refugees, young people and UASCs in particular.
- Ability and commitment to work within a framework of confidentiality and anti-discriminatory practice at all times.