

<b>Job Title:</b>	Business and Finance Administrator	<b>Place of Work:</b>	Head Office
<b>Hours of Work:</b>	12.5 hours per week	<b>Reports to:</b>	Acting Business & Finance Manager
<b>Salary</b>	£9.28 per hour		

**Purpose of the Organisation:**

Women's Aid in Luton;

- exists to provide support, advice and guidance and safe accommodation for women and children who have suffered from or are exposed to Gender Based Violence.
- passionately believes that all women and children have a right to feel safe and secure and to live free from all forms of abuse and violence.

**DIMENSIONS:**

**Supervisory Management:** None required.

**Financial Resources:** None specifically, but the postholder will be expected to support the Organisation in achieving their fiscal targets through the provision of timely production of invoices, housing bills for residents, information and returns.

**Context:** Due to the sensitive nature of this role we will be considering female applicants only for this post in accordance with the provisions of the Occupational Requirement (Equality Act 2010, pursuant to schedule 9 part 1)

**Rehabilitation of Offenders Act 1974:** Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-over or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Disclosures are handled in accordance with the DBS (formerly CRB) Code of Practice.

**Physical Resources:** None

**Physical Effort / Strain:** Accessing buildings which are on several levels.

**Working Environment:** The work will be undertaken across all locations within Women's Aid in Luton

**Job purpose:**

The postholder will be responsible for the provision of a central administrative support service to WAIL and to support the Organisation in the delivery of key services in line with its aims, objectives and purpose.

**Overall Responsibilities**

The postholder will maintain and demonstrate a commitment to the Organisation's vision, values, strategic aims and objectives. They will maintain high standards of professionalism; keeping abreast of current legislation, standards, best practice and maintain a focus on continuous improvement.

Specifically, the post holder will be responsible for the following: -

- To assist the Acting Business & Finance Manager with the smooth running of the Finance and Administration functions of the Organisation through the provision of a comprehensive administrative support service.
- To input financial data onto the accounts system and to prepare monthly book-keeping reports on behalf of the Acting Business & Finance Manager.
- Maintain the accounting ledgers on an accurate and timely basis, using the electronic accounting package, currently TAS, and record all invoices, income, grants, payments and transactions against the correct account description.
- Process, record and reconcile petty cash including items of incidental cash income.
- Process and record all donations received in all forms including cheque, cash and electronic transfers.
- Deal with enquiries from contractors, clients and other external organisations on financial matters.
- To undertake intermittent research into the costs of office equipment, stationery and other consumables to ensure that the best value is being achieved in the procurement of such items.
- To complete purchase order forms from all areas of the Business.
- To sort and process incoming mail on a daily basis; ensuring that urgent items are appropriately highlighted for the recipient and that mail coming in for current and former clients are passed to them in a timely manner.
- To assist with the running of regular team meetings; preparing and distributing agendas and other necessary papers ahead of the meeting and taking/circulating the minutes after each meeting.
- To maintain accurate and efficient filing and information systems, on paper and on computer systems, relating to all aspects of financial management.

#### Other Duties

Other duties that may arise from time to time as directed by the Acting Business & Finance Manager:

- To prepare marketing material and publications; undertaking research to ensure that these are produced at appropriate levels to achieve the best rate, whilst maintaining an excellent standard of quality.
- To ensure that the Organisations' website is continually updated and reflects the current status of WAIL.
- To appropriately utilise social media e.g. Twitter to communicate about the activities undertaken by WAIL.
- To develop and distribute fundraising material to approved fundraisers and locations
- To support the promotion of any fundraising activities through appropriate media and take steps to try and get airtime on local radio and through local television companies to appropriately increase coverage and awareness of the services provided by WAIL.

WAIL is a registered charity and as such, all employees are expected to contribute to work undertaken by the Organisation in respect of 'fundraising' and 'income generation'.

All staff working within WAIL are expected to adhere to all policies and procedures relevant to their employment and each have a responsibility to ensure that they are aware of the current policies that are in place. Specifically, all staff will be responsible for adhering to those policies and practice concerning, Financial Controls, Health & Safety and Data Protection/Confidentiality.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. The post-holder is expected to undertake their duties and responsibilities commensurate with the nature, level and scope of this post and to work flexibly within the agreed hours to ensure that the needs of the Business and its service-users can be met.