

## **Core Services Finance Administration Assistant – Part Time**

### **Job Pack**

Sova is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Enhanced DBS checks will need to be completed and any individual banned from working with children/and or vulnerable adults should not apply.

When completing the application form please ensure that you provide evidence of all the criteria in the person specification.

Sova is a Disability Confident Employer and actively welcomes applications from disabled candidates. We operate a guaranteed interview scheme for all disabled applicants whom the shortlisting team determines meet the minimum criteria for the post (see essential criteria on the person specification). Please ensure that you highlight that you are disabled on the diversity form to ensure that you are automatically considered for a guaranteed interview, if you meet the minimum criteria.

**Job Reference:** FAA1208

**Job Title:** Finance Administration Assistant – Part Time

**Base:** Sheffield

**Salary Range:** £16,379 - £18,046 (pro rata)

**Starting Salary:** £16,379 (pro rata)

**Hours:** 16 – 21 hours per week (flexible - to be agreed with successful candidate) part-time

**Project Funding end date:** Ongoing

**Closing date:** Midday 31 August 2017

**Interview date:** w/c 11 September 2017

Please do not send CV's as they are not an acceptable alternative to any part of the application form and will not be considered or read. Completed application forms should be submitted in Word format only and should be returned electronically to: [recruitmentmidlands@sova.org.uk](mailto:recruitmentmidlands@sova.org.uk)

\*Previous applicants need not apply\*

## Job Description

**Job Title: Finance Administrative Assistant (part time)**

**Base: Sheffield**

### ORGANISATIONAL BACKGROUND

Sova is a charity that works in the heart of communities in England and Wales helping thousands of people to steer clear of crime. When people find themselves in difficult situations, we make sure they have someone on their side to help them find the confidence to make choices to improve the quality of their lives. Whether it is about finding a job or finding friends, understanding how to manage money or discovering new prospects, we help people change their lives for the better.

Sova's vision is for a society where people have the stability and confidence to steer clear of crime and make better choices, building stability both at work and at home

Sova works with a range of partners and receives funding from a number of sources to offer the personal support and practical advice that enables people to make better choices and improve the quality of their lives.

Sova is a wholly owned subsidiary of CGL, benefitting from being part of the wider CGL group and sharing its values and vision to enable those in need to help themselves to lead independent and crime free lives. For information about CRI and their work, please see their website [www.cgl.org.uk](http://www.cgl.org.uk).

### CONTEXT

The post of Finance Administrative Assistant is an established grade within Sova. The main purpose of this post is to take responsibility for one specific function. All duties are to be carried out in line with Sova's current operating Policies and Procedures.

The post holder will take responsibility for various administrative elements of the Finance Department as directed by the Head of Finance and the Finance Account Manager and Finance Officer.

## PRINCIPAL TASKS

1. Dealing with telephone enquiries, taking messages and receiving visitors to the office.
2. To perform general office duties including photocopying, filing, processing incoming and outgoing mail.
3. To take responsibility for either the whole or a part of a functional area, including data collation and input; maintenance of records; gathering information and general administration duties.
4. To contribute to the development and promotion of the department/team.
5. To process returns to internal and external clients, including monitoring returns, invoices, expenses and any other returns required
6. To cover any appropriate aspect of other teams members roles in their absence.
7. To be self-administrating
8. To contribute to meeting programme, department or functional targets and objectives
9. To take part in regular supervision with line manager.
10. To participate in the general development and promotion of Sova through meetings, training and attendance of other events.
11. To provide administration support for locally based projects when required.
12. To carry out any other duties within the scope of the post.

## **Core Competences**

### **Attitudes and Behaviours**

All Sova staff are required to act at all times in accordance with Sova expectations of attitudes and behaviours. These attitudes and behaviours include, but are not limited to:

- Representing Sova in a professional manner on all occasions.
- Striving to improve and share good practice, and work towards continuous improvement
- Maintaining and promoting effective communication and shared good practice across the organisation as a whole and externally.
- Promoting mutual trust and respect as a guiding principle for all working relationships both internal and external
- Adopting a co-operative approach to service delivery which draws on the strength, knowledge and expertise of all individuals including service users, staff and volunteers
- To be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

### **Role competencies**

- All purchase ledger functions including but not limited to new account set-ups, processing staff and volunteer expenses, supplier invoices and credit notes and filing
- Ensure that workflow is planned in such a way as to meet the agreed timescales for weekly payment of outstanding monies in line with agreed terms
- Deal with related queries of non-compliance with Sova's regulations as related to the finance function with the appropriate signatory and explaining the non-compliance
- Liaise with the Head of Finance, Finance Accounts Manager or Finance Officer in regards to continued non-compliance; raising issues
- Prepare, input and validate journal entries as required
- Assist the administration of the Sova mobile phone contract including but not limited to completing the monthly analysis of charges and ensuring costs are posted to the correct contracts
- Assist the Finance Accounts Manager with the completion of funder reports as required
- Any other ad hoc duties as directed by either the Head of Finance, Finance Accounts Manager or Finance Officer that are in line with the grading of the post

## Role Profile – Administrative Officer – Finance Department - Key Competences

Listed below are the key competences, the qualifications, the knowledge and/or experience required for this post. Evidence of meeting the criteria in this person specification must be shown when completing the application form for the post and will be further tested at interview through questioning and testing.

The post holder will be able to:

Competences	E/D	Assessment criteria
	Essential Desirable	A – App Form I – Interview T – Test D - Documents
<b>Administration</b>		
Data inputting, maintaining records, information gathering, carrying out general office duties	E	A, I, T
Able to undertake a range of clerical and administrative duties, including data input and retrieval	E	A, I
Experience of producing standard and financial reports	D	A, I
<b>IT</b>		
Updating databases. Microsoft Word, Excel and Outlook skills essential	E	A, I, T
Maintain, update and manage relevant accounting systems and databases	D	A, I
<b>Research</b>		
Research, evaluate and monitor information including problem diagnosis	D	A, I, T
Internet based data collection	D	A
<b>Communication</b>		
Liaising with a range of internal and external individuals. Maintain strong and effective working relationships.	E	A, I, T
Gathering information to liaise with suppliers over disputed invoices	D	A
Follow up disputed invoices/payments with budget holders and suppliers and ensure disputes are resolved in the best interests of the organisation	D	A
Ability to establish and maintain working relationships	E	A, I

Communicating financial information to non-finance colleagues offering support and assistance	D	A
<b>Management of time and workload</b>		
Planning work; meeting and awareness of deadlines	D	A, I
Ability to work to strict established deadlines with minimum supervision	D	A, I
<b>Work within organisational policies</b>		
Understanding of organisational policies e.g. Confidentiality, Diversity & Equal Opportunities, Health & Safety	E	A, I
<b>Knowledge</b>		
Knowledge of working in the voluntary community sector, funding sources and requirements both procedural and output related	D	A
<b>Accountability</b>		
Maintain a high degree of quality and accuracy	E	A, I, T
<b>Other</b>		
Flexibility to provide ad-hoc support/absence cover to other members of the finance team	E	A, I

## Summary of conditions

<b>JOB TITLE:</b>	<b>Finance Administrative Assistance</b>
<b>BASE:</b>	Sheffield, Division Street
<b>STARTING SALARY:</b>	£16,379 (pro rata)
<b>TOP OF BAND:</b>	£18,046 (pro rata)
<b>WORKING WEEK:</b>	16-21 hours per week – flexible to be agreed with successful candidate Must be able to work additional hours to cover absence and busy periods
<b>HOURS OF WORK:</b>	Normal working hours are Monday – Friday, between 9am and 5pm.
<b>PROBATIONARY PERIOD:</b>	This post is subject to a 6-month probationary period wherein one week’s notice is required on either side. Once confirmed in post, the notice period is one month.
<b>CONTRACT:</b>	Ongoing
<b>HOLIDAY ENTITLEMENT:</b>	26 days (pro rata)
<b>LEAVE YEAR:</b>	April - March
<b>PENSION:</b>	Those meeting eligibility criteria will be auto enrolled with Standard Life
<b>TRAVEL AND SUBSISTENCE:</b>	All costs other than home to office are reimbursed according to regulations and within budget
<b>CRIMINAL RECORD CHECK:</b>	No
<b>ACCESS:</b>	Sova’s policy is to facilitate access for people with disabilities through reasonable adjustment
<b>SMOKING:</b>	Smoking is not permitted in Sova buildings
<b>ANY OTHER INFORMATION:</b>	Parking facilities vary according to location

Signed  
 Job Holder .....Date .....

Signed  
 Line Manager .....Date .....