

JOB DESCRIPTION: Admin & Finance Officer



Job Title:	Admin & Finance Officer
Hours :	8 per week, initially
Salary:	£19,500 pro rata
Contract Type:	Permanent
Start Date:	November/December 2021
Probationary Period:	3 months
Responsible to:	CEO
Location:	South Bank

The Role:

We are looking for a new member of staff to help oversee the day to day running of the charity. The admin and finance officer will support our CEO and trustees to develop financial and administrative processes that enable Rubies to continue to grow.

They will ensure the organisation's finances are administered efficiently and correctly and provide some general administrative support.

Initially the role will be for 8 hours per week with a larger proportion of time spent on financial processes than on administration. There may be scope for the hours to be increased in future.

About Rubies:

Rubies is an award-winning small charity focussed on empowering girls. The charity was founded in 2018 after research concluded that girls growing up in the Middlesbrough area are the most disadvantaged in the country.

Rubies now provides trauma-informed courses, workshops and confidence-building activities for girls aged 10+ across the Middlesbrough and Redcar & Cleveland local authorities.

Our Vision: *“To encourage girls to discover their strengths and know their true worth...”*

Our Values:

- Respect
- Understand
- Believe
- Inspire
- Encourage
- Stay Safe

Our Aims:

We are working towards achieving our vision by providing support that helps girls to:

1. Increase self-esteem
2. Build resilience
3. Stay safe

Description of duties & responsibilities:



Finance:

- Process payments of bills and raise invoices as necessary
- Data entry of all income and expenditure into accounts package/project spreadsheets
- Oversight of petty cash, balancing on a monthly basis
- Carry out monthly bank reconciliations, balancing with accounts package and receipts
- Monitor finance email address and respond to queries
- Liaise with our accountant to ensure the payment of monthly salaries/sessional staff payments
- Oversight of the charities pension scheme, within government guidelines
- Liaise with HMRC
- Oversight and payment of all staff and volunteer expenses
- Preparation of monthly reports and financial data for CEO/trustees
- Assist with the preparation of annual accounts, in conjunction with the charity treasurer and trustees, working with them and the external auditor to ensure these are ready for submission to the Charity Commission within the required timescale.
- Preparation of Gift Aid claims
- Process charitable donations and oversee Just Giving/CAF accounts
- Set up new financial procedures as required, alongside CEO, and monitor and update current systems

Admin:

- Provide general admin support eg: answering phone, checking and responding to emails, letter writing, filing, managing diaries.
- Ensure the current database is up to date, inputting and extracting data as required.
- Contribute to the development of a new charity database to improve record keeping and monitoring, alongside the CEO
- Gather information to assist with funding applications and monitoring reports as required
- Provide occasional support for our Project Assistant with the preparation of resources for projects

The above list is not exhaustive and other duties may be occasionally be required, including attending training and other events that may fall outside of normal working hours

PERSON SPECIFICATION: Admin & Finance Officer



ESSENTIAL	DESIRABLE
Skills, Knowledge & Experience:	
<ul style="list-style-type: none"> • Previous experience of working in a similar role • Excellent IT skills, including use of Word, Excel, email, accounting software • High level of accuracy and attention to detail and • Excellent written and verbal communication skills • Ability to work on own initiative and plan own work schedule • An understanding of the importance of confidentiality and data protection 	<ul style="list-style-type: none"> • Previous experience of working in the charity/voluntary sector • Familiarity with database administration
Education & Qualifications (proof will be required)	
<ul style="list-style-type: none"> • Educated to a good standard, including passes in Maths and English 	<ul style="list-style-type: none"> • Book-keeping / Accounting qualification • Business Admin qualification
Personal attributes and qualities	
<ul style="list-style-type: none"> • High level of attention to detail • Honest • Reliable • Punctual • Flexible/adaptable • Team worker 	
Other Requirements	
<ul style="list-style-type: none"> • Willingness to undergo an Enhanced DBS Check 	

Please return your completed application form via email to admin@wearerubies.org

Or mark the envelope as confidential and post to:

Rubies
14 Middlesbrough Road
South Bank
Middlesbrough TS6 6NR

If you would like to discuss any aspects of the role, please contact Liz Edwards CEO on 07307 84857 for an informal conversation...we would love to hear from you!

Closing date for applications: 9am on Monday 15th November 2021

Applications received after this will not be considered.

Interview Date: TBC

