



## **JOB DESCRIPTION – Administration and Finance Worker**

- Salary:** £6,938 per annum (pro-rata of full-time salary of £17,345), with 6% employer's pension contribution
- Working hours:** 15 hours a week (pattern to be negotiated)
- Duration:** Until 31 March 2012 (with 4 week probationary period)
- Responsible to:** Prevention Worker
- Responsible for:** N/A – no supervision responsibilities

### **Objective:**

To support the smooth running of the Zero Tolerance Charitable Trust by overseeing and carrying out all financial and administrative office procedures for a small charitable organisation, with a team of two full time and four part time staff (including this post) and a board of trustees.

### **Main Duties:**

- To maintain accurate financial records using Sage and Excel
- To issue invoices and submit invoices to Trustees for payment
- To provide regular financial reports to Funders and the Board of Trustees
- To process regular VAT returns
- To deal with incoming and outgoing mail
- To maintain a petty cash system for the office
- To take minutes at Board meetings and distribute these
- To maintain and update a database of members

### **Other duties:**

- To support project staff with financial aspects of fundraising bids, where required
- To respond to information enquiries by phone and email, where appropriate
- Any other duties commensurate with the post
- To report to the Prevention Worker on a regular basis

## **Person Specification**

### **Essential**

- Relevant work experience in an office environment
- Ability to use administrative and financial systems
- Ability to work as part of a small team under very minimal supervision
- Excellent oral and written communication skills
- Excellent numeracy skills

- Ability to use own initiative and handle basic queries and information requests
- Computer literate with good working knowledge of Microsoft Office package (especially MS Excel, Word, and Outlook)
- Experience of budget management

**Desirable**

- Commitment to the ethos and aims of the Zero Tolerance Charitable Trust
- Understanding of or interest in issues concerning violence against women and children
- Good working knowledge of Sage
- Experience of minute taking