

JOB DESCRIPTION

Job title: Finance, Data and Admin officer

Report to: Housing Manager and the CEO of Daizybell Homes CIO (DBH) and Bradford Rape Crisis and Sexual Abuse Survivors Service (BRC&SASS)

Salary: £32,932.20 NJC 22.

Hours: 35 per week (full-time)

BASED: At our Bradford Rape Crisis offices, with the possibility of some remote working

START DATE: TBC

PROBATIONARY PERIOD: 6 months

Please note:

All employees will need to undertake regular enhanced DBS checks and complete the Safer Recruitment Self-declaration form in compliance with BRC&SASS Safeguarding procedures.

This job description is not intended to give an exhaustive list of duties but is an indication of the post's broad areas of responsibilities.

Key Tasks, Duties and Responsibilities:

To support all aspects of income generation, financial management, monitoring and admin for the organisation, with particular reference to Daizybell Homes CIO property portfolio

To work with colleagues to provide a high quality support service for tenants. This post will focus on maintaining accurate financial systems (including financial recording using Zero computerised accounts package, and production of monthly reports to the Trustee Group); managing project costs, overseeing the DPMS; providing monitoring reports for funders; and providing administrative support, including some reception duties.

Finance work:

- Maintaining financial files and records for Daizybell Homes CIO on its electronic accounts packages, Xero and Re-Leased
- Producing financial reports and assisting with external audits
- Project monitoring, collating information and invoicing for projects
- Monthly bank & Credit card reconciliation
- Company banking
- Working with the Housing manager, CEO and treasurer to determine DBH budget and budget analysis
- Producing financial information to support funding applications and project monitoring requirements for managers and the CEO

- Work proactively with all services at BRC&SASS and Daizybell Homes CIO to ensure integrated service provision for women survivors of Domestic Abuse and Sexual Violence.
- Develop written financial procedures

Data, monitoring & Excel

Liaise with other staff to ensure that the database – DPMS, is updated and any monitoring sheets, including TELER, are completed.

Prepare data monitoring reports for funders.

Advise on the ongoing development of the DPMS and TELER

Assist in the analysis of data collected through use of excel spreadsheets

Administrative and reception duties

To share in welcoming visitors to our centre, including clients, in a sensitive and empathic manner.

To share in answering the telephone to a variety of callers

Provide general administrative support, including photocopying, post, purchasing approved consumables, etc.

Organisational Responsibilities

The post holder will work within the policies and aims of BRC&SASS and be committed to working as part of a small and dynamic team.

Ensure that BRC&SASS Equal Opportunities policy and principles are followed through in practice in the post holder's work.

Ensure that BRC&SASS confidentiality policy and principles are followed through in practice in the post holder's work.

To develop effective working relationships with BRC&SASS, workers, volunteers and Trustee Group members.

To positively represent and promote BRC&SASS in dealings with external agencies.

To participate in the development of BRC&SASS.

Any other duties commensurate with the position including holiday cover for other Finance staff

Key Result Areas

Specific objectives for the post holder will be agreed through the process of regular Individual Performance Review meetings and supervisions with the Daizybell Homes manager.

Special Working Conditions

The post holder is required to travel to occasional training and meetings off site.

There is a requirement for flexibility in working hours, e.g., to be able to attend meetings outside the normal working day and adjust hours, as required, to meet specific deadlines and provide administrative support to the monthly Trustee boards,

PERSON SPECIFICATION: Finance, Data and Admin officer

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> At least two years' experience of working in a financial or auditing environment Experience of collating financial information Experience of both Sales and Purchase Ledger 	<p>Application Form</p> <p>References</p> <p>Interview</p>	<ul style="list-style-type: none"> Experience of Payroll Experience of rent recovery Experience of Project Management 	<p>Application Form</p> <p>References</p> <p>Interview</p>
QUALIFICATIONS	<ul style="list-style-type: none"> Microsoft Office and Excel Spreadsheets 	<p>Application Form</p> <p>Certificates</p> <p>Interview</p>	<ul style="list-style-type: none"> Experience of Microsoft Word and Outlook Experience of Xero Experience of Re-Leased 	<p>Certificates</p>
SPECIAL SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to work under pressure and to tight deadlines Confidentiality and empathy Numerate with good analytical skills or relevant Qualifications Ability to deal with problems and people in a professional and courteous manner. 	<p>Interview</p>		
SOCIAL SKILLS	<ul style="list-style-type: none"> Team Worker Excellent interpersonal skills Good communication skills – verbal and written Ability to prioritise 	<p>References</p> <p>Interview</p>	<p>Good Sense of Humour</p>	<p>Interview</p>

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
	<p>workload and meet deadlines</p> <ul style="list-style-type: none"> • Adopt a flexible approach to adapt to different people and deal effectively with needs of projects 			
Other		Interview	<ul style="list-style-type: none"> • Full driving licence and car owner 	Application form