

Job Description:

Job Title	Finance and Operations Officer
Reports To	Head of Business Performance and Membership Services
Responsible For	Governance & Administration Officer
Directorate	Finance and Operations
Pay Grade	D
Full / Part Time	Full Time
Hours Per Week	35

Role Purpose

To provide administrative support across finance and operations (HR, payroll, facilities).

Core Responsibilities:

Finance:

1. To process purchase ledger and sales ledger invoices.
2. To ensure finance processes are being adhered to, with the correct authorisation of expenditure within budget.
3. To process accruals, prepayments and other journals in support of the month end management accounts.
4. To maintain the contracts register, ensuring suitable re-procurement.
5. To support budget holders to understand and manage their budget and performance.
6. To manage and respond to all finance related queries.
7. To support year end audit by providing documentation as required.

Operations:

1. To perform HR Administrative duties, such as on/off boarding staff, ensuring HR processes are being adhered to and managing employee engagement.
2. To maintain the HR system, ensuring it remains up to date and accurate at all times.
3. To perform monthly payroll duties, including pension and HMRC submissions.
4. To manage all facilities contracts and required remedial work, ensuring the office remains a safe facility for staff and external room hirers alike.
5. To promote and manage the external hire of offices within Waterloo Street.
6. To support on any other facilities related projects.

Governance and Administration:

1. Management of the Governance and Administration Officer

Other:

1. To substitute for the Exec PA / Administrator during periods of leave or other absence.
2. To provide administrative support to other departments by agreement as part of flexible approach and collaboration with the wider staff group and across departments.

3. To use a range of IT and software applications to a professional standard including MS Word, Excel, Teams, Outlook, PowerPoint and BASW's website and customer relations management system, with ability to learn additional office IT systems/functions quickly, as required.
4. To work under own initiative and delegated responsibilities as required and able to work collaboratively, creatively and effectively with teams and colleagues across the association and externally, contributing ideas and solutions to collective efforts.
5. To undertake additional duties commensurate with grade, role and capacity, as appropriate, within a managed overall workload.

Person Specification:

Criteria	Essential	Desirable	How Identified
Qualifications / Education			
A degree or equivalent in finance, accounting or related field	✓		Application /Certificates
Experience			
Experience in financial management and using financial systems software	✓		Application /Interview
Experience in HR administration	✓		Application /Interview
Experience in payroll administration	✓		Application /Interview
Experience in facilities management		✓	Application /Interview
Skills / Knowledge / Abilities			
Excellent knowledge of computer packages, including Excel	✓		Working assessment
Strong written and verbal communication skills	✓		Interview and working assessment
Ability to work under pressure	✓		Interview and working assessment
Personal Qualities			
Good communicator with excellent interpersonal skills	✓		Interview
Ability to work to the highest standard of professionalism and confidentiality	✓		Interview
Self motivated and well organised	✓		Interview
Equal Opportunities			
Full commitment to promoting Equal Opportunities	✓		Interview

Health and Safety			
Full commitment to promoting the highest standards of Health & Safety performance	✓		Interview