

JOB DESCRIPTION

Senior Finance & Administration Officer



May 2024
Version 0.1

Job Description:	Senior Finance & Administration Officer
Salary:	£28,000 PA (+3% Employer Pension Contribution) Pro Rata for PT roles
Hours:	14 hours per week <i>With an expectation of some evening and weekend work</i>
Accountable to:	LGBTQ+ Services & Operations Manager

Overview

Sahir (formerly Sahir House) is the largest and oldest continuously operating LGBTQ+ charity in the Liverpool City Region. We are dedicated to fostering a brighter, healthier future for our communities.

We provide practical and emotional support, camaraderie and connection to:

- LGBTQ+ people
- People living with or affected by HIV

We actively confront injustice, combat discrimination, and address inequalities. By campaigning, we strive to create a fairer and more equitable society for those we serve. Our work is insight and data-driven and our programmes are co-developed with those we serve.

This is a unique opportunity for a committed individual to develop their experience and expertise within an evolving regional charity. The ideal candidate will have relevant qualifications and/or equivalent experience and demonstrate a commitment to continuous learning and professional development.

The post-holder will be responsible for supporting the day-to-day delivery of the financial and key administrative resources of Sahir in order to ensure financially secure services and deliver value for money.

Day to Day Financial Management

- Undertake day to day bookkeeping duties as directed using the dedicated accounting software provided [QuickBooks online], including preparation of weekly payment runs, recording of income and expenditure transactions, and remittance advice functions.
- Day to day banking and cash functions when required including processing payments and transfers through bank.
- Regularly review and maintain financial policies and procedures in conjunction and agreement with the LGBTQ+ Services & Operations Manager and CEO.
- Manage and appropriately allocate Restricted Funds in conjunction with the LGBTQ+ Services & Operations Manager and CEO, ensuring monies are allocated according to the donor/funder's wishes; maintaining accurate records at all times.
- Support with funding bids and reports back to donors/funders.

Payroll, Pensions and Tax Management

- Assist in the management of the payroll process, as directed, including liaison with the payroll provider and process payments.
- Assist with any other payroll and pension related tasks as required, including keeping employee records up to date and making payments to HMRC.

Other Financial Support

- Support the LGBTQ+ Services & Operations Manager and CEO as required during annual budgeting and periodical reforecasting processes.
- Support the LGBTQ+ Services & Operations Manager and CEO as directed with any statutory reporting requirements, including audit processes.

HR Administration

- Maintain Payroll information in relation to employee personal details and ensure all records are up to date and amended as necessary in relation to new starters, leavers, changes in salaries etc.
- Onboarding of new members of staff, and ensuring the following paperwork is completed:
 - Pre-appointment form
 - HMRC Starter Checklist
 - Employee banking details
 - Preparation of draft employment contract
 - DBS administration
- Support for the LGBTQ+ Services & Operations Manager, HIV Services Manager and CEO with HR functions, including monthly reports on staff.

Administrative Support

- Take responsibility for aspects of office management at the request of the LGBTQ+ Services & Operations Manager including maintaining supplies, arranging PAT testing, liaison with the landlord over day to day issues, and communication with staff around building use and safety.
- Day to day contact with external IT provider to resolve any internal issues.
- Help support the monitoring, processing, and delegation of communications received through the shared mailboxes, including info, training and referrals.
- Take and write up minutes for internal meetings as and when required.

General

- Manage your own professional development and training, including creating and maintaining a professional development plan. Attend training sessions and conferences as necessary for personal and organisational growth.

- Undertake additional responsibilities as assigned by the LGBTQ+ Services & Operations Manager and/or CEO. Contribute to enhancing the organisation's public profile by representing Sahir at public events as appropriate.
- Engage in fundraising activities at an appropriate level to support Sahir's initiatives.
- All employees have a duty and responsibility for their own health and safety and the health and safety of colleagues, service users and the general public.
- Ensure compliance with Sahir's policies, procedures, management and monitoring systems

CONFIDENTIAL

PERSON SPECIFICATION
Senior Finance & Administration Officer



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Attributes	Essential	Desirable	Method of Assessment
Education/Qualifications	Strong financial experience, backed up by an appropriate and recognised financial qualification or demonstrable learned experience		Application Form, Certificates & References
Knowledge	<p>Knowledge of Financial Management and Reporting: Understanding budgeting, financial statements, compliance, and forecasting.</p> <p>Knowledge of Accounting Principles and Practices: Proficiency in general ledger maintenance, accounts payable and receivable management, and reconciliation.</p> <p>Knowledge of Administrative Management: Skills in office management, record keeping, and policy/procedure development.</p> <p>Knowledge of Human Resources Administration: Understanding payroll management, benefits administration, and recruitment/onboarding processes.</p> <p>Knowledge of Information Technology Skills: Proficiency in financial software, data analysis tools, and document management systems.</p>	<p>Knowledge/understanding of some of the common experiences and needs of LGBTQ+ people.</p> <p>Knowledge and understanding of some of the common experiences and needs of people living with HIV.</p>	Application Form, References & Interview
Experience	<p>Strong financial experience.</p> <p>Background in administrative roles, including office management, record keeping, to effectively oversee administrative operations.</p> <p>Thorough experience of QuickBooks online or transferable knowledge through similar accounting packages.</p> <p>Familiarity with data analysis tools, and document management systems gained through previous positions or training, enabling effective utilisation of technology for financial and administrative tasks.</p> <p>Experience of working flexibly and prioritising a busy workload.</p>	<p>Experience in human resources functions, such as payroll management, benefits administration, and recruitment/onboarding processes, to handle personnel-related matters efficiently.</p> <p>Experience of working within a charity setting.</p>	Application Form, References & Interview

<p>Skills & Competencies</p>	<p>Highly proficient in the use of IT systems including Microsoft programmes including Word, Excel and Powerpoint.</p> <p>Ability to receive and understand complex or sensitive financial information.</p> <p>Excellent communication skills.</p> <p>Solid organisational skills including consistency, accuracy, and an eye for detail.</p> <p>Ability to take the initiative and proactively seek solutions.</p> <p>Understanding of the challenges and opportunities presented by working in a relatively small, agile organisation.</p> <p>Confidentiality.</p>		<p>Application Form, References & Interview</p>
<p>Other Requirements</p>	<p>Personable individual with a positive outlook, conducting themselves professionally and confidently, with strong listening and negotiation skills.</p> <p>Committed to reflection and learning, including sharing failures and uncertainties; openly taking feedback from the team and members of the community on your behaviour and work.</p> <p>Brings ideas for improvements and is open and honest in all communications where relevant and appropriate.</p>		<p>Application Form, References & Interview</p>

TERMS & CONDITIONS
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Post	Senior Finance & Administration Officer
Contract Duration	Permanent
Salary	£28,000 PA (+3% Employer Pension Contribution) Pro Rata for PT roles
Hours	Full-time hours comprise 35 hours per week. Sahir implements a flexible working policy to promote work-life balance and family-friendly practices. Accrued hours can be taken as time off in lieu, subject to prior agreement with the line manager. The role may involve occasional evening and weekend work, necessitating flexibility.
Pension	Workplace pension scheme
Holiday Entitlement	The post holder is entitled to 28 days leave per year, plus public holidays (pro rata for part-time hours), increasing to 31 days after completion of three years' service
Probation	There is a three-month probationary period for this post. The post holder will negotiate probationary objectives as part of their induction process. These will be a set of achievable service and professional development objectives
Management Supervision & Reviews	The post holder is expected to attend management supervision with their line manager and to have relevant service data available as requested. Management supervision should provide the primary professional support for the post holder. The post holder/s is also expected to take part in the annual staff review process to identify professional development goals.
References	Any offer of employment is subject to the satisfactory receipt of two references. Referees should be people who can comment on your abilities, but must not be relatives.
Enhanced DBS Check	A contract will be issued subject to satisfactory enhanced DBS, which Sahir House will administer.
Trade Union Membership	Sahir voluntarily collaborates with a recognised trade union, and all staff are encouraged to join.