

## **North East Lincs Women's Aid**

*The nature of the work undertaken means that this invitation is for women only  
and is exempt under Schedule 9 Part 1 Equalities Act 2010*

**JOB DESCRIPTION:** Admin / Finance Officer

**PAY: £10.00 per hour**

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- To monitor and communicate with the Admin Supervisor re housing benefit receipts, rents, deposits and other income, ensuring that all documentation is completed and submitted on a timely basis.
- To input and monitor thoroughly the electronic management system OASIS.
- To complete monthly and quarterly returns required by Funders, Managers and the Management Board of Trustees, ensuring that all documentation is completed and submitted on a timely basis.
- To ensure that information systems are maintained to enable the work of the organisation to be monitored and evaluated. To ensure relevant information can be collated for reports.
- To maintain financial records.
- To ensure that invoices and other bank payments are paid promptly after obtaining authorisation.
- To ensure the accurate management and safe keeping of the petty cash.
- To obtain quotes and order items as required.
- To monitor and record car mileage and pass utility readings to suppliers.
- To monitor shop Gift Aid and regularly claim Gift Aid for shop donations and general donations.
- To monitor repayments of loans.
- To manage Women's Aid's lottery - Club 300.
- To provide administrative support at meetings.
- To undertake general clerical duties.
- To answer and manage incoming telephone calls as required.

### **Duties shared with other team members during holidays and sickness**

- To ensure that all monies received, including shop takings, are counted, recorded and banked on a timely basis.
- To manage and oversee the monitoring of stationery and resources.
- To monitor and record shop transactions including rags income, shop takings and shop expenditure.
- To record and monitor sickness, lieu and holiday cover.

## **General**

- To attend and participate in team meetings and supervisions.
- To develop positive links with appropriate agencies, organisations, suppliers and customers.
- When necessary, to work on a flexible basis to assist with holiday and sickness cover and to meet the needs of the project.
- To participate in policy and quality development when requested.
- To attend appropriate training in consultation with the management team.
- To undertake any other reasonable tasks requested by the Finance Manager / Admin Supervisor / Chief Officer.

## PERSON SPECIFICATION

<b>Admin / Finance Officer</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS/TRAINING</b>		
* Recognised computer qualifications		*
<b>EXPERIENCE</b>		
* Experience of inputting and monitoring information on a database	*	
* Experience of working with computer packages including Word, Excel and desktop publishing.	*	
* Previous experience of working in finance	*	
* Working in a demanding and stressful environment		*
* Working to performance indicators and standards		*
* Report writing and presentation		*
* Previous experience of monitoring and evaluation systems		*
<b>KNOWLEDGE</b>		
* Of the impact of Domestic Violence on women and children		*
* Of Health and Safety legislation in the workplace		*
* Understanding of equal opportunities	*	
<b>SKILLS</b>		
* Accuracy in performing numerical tasks	*	
* Good command of written English	*	
* Ability to work as a member of a staff team and as an individual	*	
* Effective communication skills – both written and verbal	*	
* Interpersonal skills – with individuals and external agencies	*	
* Ability to work under pressure and to deadlines	*	
* Effective organisational skills	*	
<b>GENERAL</b>		
* Have a dynamic approach and be self motivated	*	
* To ensure a commitment to development and accountability	*	
* To ensure a positive image of the organisation through personal behaviour and appearance		*
* Demonstrate a flexible approach to the demands of the role	*	
* Actively contribute to the development of the organisation		*

*March 2022*