

Job description

Finance and Systems Worker

Salary: NJC Scale 5, points 22 - 25, 24 hours per week

(there is a small premium for the systems support work)

Overall objectives of the post:

To carry out routine finance and administration tasks to ensure the accurate and timely recording of financial transactions in accordance with finance policy and procedures. To assist the Finance Manager with the production of management accounts and monitoring of cash flow.

To provide weekly administrative support to the Staying Safe Hub and to provide system support and access the Staying Safe client database to report on performance indicators for the team.

Reporting to: Finance Manager and Staying Safe Team Manager

Main tasks:

Finance

1. Process bills for payment, ensuring that all bills are correctly authorised and coded. Arrange for cheque signatories to sign cheques in accordance with finance policy and procedures.
2. Dispatch cheques to suppliers after cheques have been signed. Input paid bills to the Quickbooks (or any other) computerised accounting system and file the original invoices.
3. Maintain a petty cash imprest system, record all payments, carry out regular balances to cash held, in line with Finance Procedures. Present the petty cash balance to the Finance Manager for signature and review.
4. Carry out bank reconciliations on all WomenCentre bank and petty cash imprest accounts and draw the attention of the Finance Manager to any outstanding discrepancies, cheques, deposits or duplications. Present the bank reconciliations to the Finance Manager quarterly for review.
5. Process donations and membership fees received via online fundraising platforms.
6. Check current bank balances weekly and, in consultation with the Finance Manager, transfer monies from deposit accounts to fund immediate cash requirements. Record transfers and input them to Quickbooks.
7. Prepare monthly payments to the Inland Revenue for PAYE and NI and to the WomenCentre's pension provider to ensure that they reach the Inland Revenue and pension provider by the due date.
8. Assist the Finance Manager with the preparation of the monthly payroll, SMP calculations and checking the accuracy of the payroll payment summaries. Distribute pay slips to staff. Keep records of agreed employer's pension contributions for each member of staff, operate auto-enrolment procedures

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9. Assist the Finance Manager with the preparation of management accounts.
10. Assist the Finance Manager with the production of routine finance reports to funders.
11. Assist the Finance Manager with the preparation of the year end accounts file for WomenCentre accountants and auditors.
12. Input journals to Quickbooks.
13. Oversee the purchase ordering system. Match signed delivery notes to invoices as proof of goods received. Ensure that all invoices and orders are correctly authorized in line with Finance Policy and procedures.
14. Bank cheques promptly in accordance with finance policy and record the details on the paying-in slip and remittance advice. Pay cash received into the bank promptly and prepare a receipt. Input receipts to Quickbooks and file remittance advices/paid invoices in accordance with finance procedures.
15. Raise sales invoices at the request of senior members of staff and issue monthly statements as reminders of overdue invoices. Bring invoices overdue by more than one month to the attention of the Finance Manager and agree a course of action.
16. Maintain confidential sick pay records for staff and produce reports for senior staff and committee from time to time.
17. Ensure that finance records of receipts and payments are properly filed with all relevant documentation attached. Archive old files each year, clearly labeling them for retention in line with finance policy or legal requirements.
18. Supervise and support a finance volunteer if one is "in post" with the finance team.

General IT support

19. Ensure that daily and weekly backups of the Womenscentre server are carried out securely
20. Add new users to the Womenscentre server network and provide initial induction and training on the use of the systems.
21. Assist the Finance Manager with user support on the desktop computer systems and liaise with the Womenscentre IT support technicians about IT problems.

Human resources administration

22. Support safe staff recruitment processes e.g. posting job vacancies, sending out/receiving application packs, requesting references, DBS checks.

24. Administer the DBS checking system and keep appropriate records to ensure that DBS checks of existing staff are kept up to date and staff receive reminders.
23. Set up new staff files, issue staff contracts, change of T&Cs letters and annual leave calculations. Ensure that all pre-employment checks are complete.
24. Support new staff with their induction especially in relation to purchase ordering, expenses claims, petty cash claims, timesheets and leave recording.
25. Ensure staff have all equipment they need to assist in their role e.g. computer desk and suitable chair, keys, ID badge and to ensure that these are returned when staff leave Womencentre.
26. Record equality monitoring data on recruitment and selection and provide a regular report to the Finance Manager and to the HR sub-committee.
27. Keep sick pay records.

Staying Safe hub administration, system support and reporting

28. Process referrals from the Hub, look up domestic abuse history and email back to the Hub administrator, routinely one day per week and to cover staff leave.
29. Assist with the maintenance of a database of people with whom WomenCentre is working which is able to track their access to services and outcomes and provide key demographic and background information about them.
30. Carry out the role of system administrator to add and remove authorised users.
31. Support the Quality & Contracts Manager and the Staying Safe Manager to review the dataset and identify potential amendments in liaison with the Staying Safe team manager.
32. Establish routines and tests to ensure data integrity and quality and carry out audits of the data collection system.
33. Prepare data reports using the database to support managers in the production of routine reports for funders, to provide up to date information to the senior management team Much of this work will involve advanced use of Excel.
34. Write and keep up to date guidance notes for staff in the use of the system.
35. Train and support users of the database by providing induction training, desk-top or ad-hoc support and regular refresher training.
36. Liaise with IT support organisations and system providers and attend user group meetings if required.

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37. Support the senior manager responsible for the Information Management system in identifying technical or user problems with the system and support her with finding solutions.

38. To ensure that confidential records are kept in line with WomenCentre's policies and procedures and the Data Protection Act.