

RELATE BIRMINGHAM

Post: Business Support & Finance Officer

Salary £23,500 pa pro rata

Hours: 37 hours per week

Responsible to: Chief Executive

Location: Relate Birmingham Office

Role: To provide efficient business support and HR administration to the organisation and be responsible for day to day financial administration and accounts.

To maintain effective financial, HR and administrative systems so that the use of resources can be adequately monitored and controlled.

Dimensions of the Role:

This role is provide business support and HR administration to the organisation and be responsible for the day to day running of financial administration and accounts, working closely with the Chief Executive, Accountant and Service Managers. It will include liaising with the admin team, staff, clients, external customers and suppliers, partners and funders and requires confidentiality at all times. The post is 37 hours per week and annual leave will need to be arranged to accommodate payroll and other key deadlines.

Relate Birmingham operates across the West Midlands and South Staffordshire. Our aim is to help people build better relationships and improve their wellbeing by providing relationship support services including counselling, education, training and mediation. We are a local charity and a member of the Relate National Federation.

KEY TASKS & RESPONSIBILITIES

Business Support

- Support the Chief Executive with the organisation's business administration, monitoring and reporting activities.
- Produce regular management reports and monthly performance statistics.
- Provide administrative and project support to the Chief Executive as required.
- Communicate updates to staff and support managers to implement changes or new procedures.
- Support the development and implementation of effective administrative, management and reporting systems and the move to online systems and solutions.
- Maintain a central register of up to date organisational policies and procedures.

Finance

- Responsible for the efficient day to day running of financial administration and accounts.
- Record and reconcile all financial transactions into the accounting system (Sage Accounts 50), ensuring compliance with procedures and deadlines are met.
- Process purchase invoices and payments and raise purchase orders and sales invoices. Carry out credit control.
- Process cash, cheques, credit cards and banking and set up BACS payments for authorisation.
- Prepare payroll and other staff payments, liaising with the external payroll/pension provider.

- Carry out administration of new starters and leavers, communicating changes to the payroll provider and adding new users to the system.
- Prepare and issue staff contracts for Chief Executive and budget holder approval.
- Liaise with staff, suppliers and partners and answer queries on finance and payroll matters.
- Support the Accountant with preparation of monthly accounts, cash flow and other reports.
- Produce regular finance reports for the Chief Executive and management team.
- Support the Accountant in the preparation of year end final accounts for audit.
- Maintain the contracts file and monitor specific grant or project budgets.
- Manage supplier relationships and leases to ensure value for money and negotiate the best deal.
- Attend Finance meetings and other meetings as required.
- Maintain and develop financial processes and controls and review financial procedures.

HR Administration

- Maintain and develop effective HR systems and procedures across the organisation.
- Maintain confidential records for all staff and including sickness/absence reporting.
- Design and deliver Relate Birmingham's induction process.
- Assist with staff recruitment by placing adverts preparing job descriptions, information packs, reference checks, inductions etc.
- Ensure staff have up to date DBS checks and have completed mandatory training.
- Arrange staff training and staff days.
- Maintain the staff handbook, ensuring policies and procedures are in line with current employment law and GDPR.
- Provide regular HR reports.

Other

- Promote equal opportunities and anti-discriminatory policy within the Centre's practice.
- Comply with the Relate Birmingham principles, aims, objectives and standards at all times.
- Understand and comply with Relate Birmingham's ethos and policies and procedures.
- Undertake relevant training or other duties required to meet the objectives of the post.

This job description is subject to regular review and revision in light of changing service needs.

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BUSINESS SUPPORT & FINANCE OFFICER**

PERSON SPECIFICATION

Essential

Qualifications/Training

- CCAB qualified or equivalent (AAT Level 2 or similar)

Experience

- Relevant experience in a finance or administrative role.
- Experience of bookkeeping/accounts, preferably in a small to medium sized organisation.
- Maintaining financial and administrative systems, processes and procedures.
- Preparing information for management reports and budgets.
- General HR and payroll administration experience

Skills, Abilities & Knowledge

- Familiar using accounting software, preferably Sage 50.
 - Proficient in using Microsoft Office, particularly Excel and Outlook, databases and electronic filing
 - Good administrative and organisational skills
 - Good time management skills and able to prioritise to meet strict deadlines.
 - Attention to detail and a meticulous approach.
 - Excellent written and verbal communication skills.
 - Ability to undertake research, gather information and produce clear and concise reports.
 - Able to analyse and present numerical information for financial monitoring and reporting purposes
 - Uses technology to implement new systems and approaches.
 - Able to maintain confidentiality and to use discretion as appropriate.
 - Confident, self-motivated and ability to plan own workload.
 - Flexible approach to duties and able to adapt to changing priorities.
 - Able to develop positive relationships and work in a team.
 - Understanding of Employment legislation and payroll principles.
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- Knowledge of and commitment to Equal Opportunities.
 - Commitment to the mission and work of Relate Birmingham.

RELATE BIRMINGHAM

BUSINESS SUPPORT & FINANCE OFFICER

CONDITIONS OF EMPLOYMENT

Based at:	111 Bishopsgate Street, Birmingham, B15 1ET
Salary:	£23,500 per annum pro rata, plus travel expenses
Hours:	37 hours per week
Annual Leave:	25 days pro rata plus 8 public/bank holidays 2 additional days awarded after 5 years continuous service. (Office is closed Christmas Day to New Year's Day and this must be taken from annual leave entitlement) Annual leave must be taken at times which ensure payroll and other financial deadlines are met.
Pension:	Workplace pension scheme with NEST
Probationary Period:	3 months probationary period.
Notice Period:	1 months' notice of termination will be required.
References:	All job offers are subject to satisfactory references.
DBS Checks:	All job offers are subject to satisfactory Disclosure and Barring Service records checks at enhanced level.
Other	Relate Birmingham operates a no smoking policy for all staff.