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**Application pack**

**Finance and Administration Officer**

We are seeking an experienced, meticulous and digitally savvy Finance Officer to join our small, dynamic and friendly team.

**This post will be funded for two years. The post is dependent on external funding and any extensions will be dependent on securing future funds. If funding expires, and all other options have been exhausted, the contracts may be terminated earlier.**

**About DPIA**

At DPIA, we have three main goals. We want asylum seekers and refugees to become more confident, more integrated and self-sufficient.

The journey of an asylum seeker or refugee in the UK is difficult. It can be intimidating to engage with a new culture and community, particularly if English or Welsh is your second language. DPIA want to help refugees and asylum seekers gain the confidence they need to feel at home in Wales.

Through empowering people to become self-sufficient, we hope that one day our service users will not need us anymore! They will thrive in Wales, independently joining groups, getting jobs and tackling new challenges confidently, and help their family and friends to do the same!

In the years since we were set up in 2001, we have become specialists in helping asylum seekers and refugees. We have become experts through our experience, having run over 21 successful projects throughout our history. By speaking with Refugees and Asylum Seekers every day and hearing the challenges they face we continually learn and develop how we can be the best we can at providing support. Both our staff team and our Board of Directors include Refugees.

With projects ranging from children’s groups to employability classes and advocacy forums, we really do act on our promise to improve life for refugees and asylum seekers in Wales.

We help people throughout Wales. Though our office is based in Cardiff, our projects spread as far as Newport, Swansea, Wrexham, Torfaen, Caerphilly and Blaenau Gwent.

**About the role**

The Finance and Administrator Officer is responsible for all aspects of financial and administrative management at the DPIA. You will be responsible for the effective management of project finances and financial records and for ensuring that we are compliant with all relevant accounting standards. You will be responsible for producing our accounts and for providing financial information and advice to the Chair, the Treasurer and the rest of the team. You will enjoy operating independently with high levels of autonomy and engaging effectively with external partners, service users and suppliers, and you will take pride in making things run smoothly for the rest of the team. Our current Finance Officer is leaving us in June 2022, so we are looking to appoint someone as soon as possible. For candidates with up to one month’s notice period there we hope to organise a short handover period with the existing Finance Officer.

DPIA is a diverse charity and to reflects a diverse society. We are committed to making DPIA welcoming and inclusive and encourage applications from under-represented groups.

**Key facts about this role**

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| Job title | Finance and Administration Officer |
| Location | Hastings House, Fitzalan Pl, Cardiff CF24 0BL  We are open to Hybrid working requests. A hybrid-working schedule can be negotiated upon request. |
| Responsible to | Chief Coordinator |
| Salary | £ 22,847-24,889 (depending on experience) |
| Hours | 35 hours a week (5 days) |
| Annual Leave | The basic leave allowance is 25 days, to be taken as agreed with the line manager. We also provide 8 statutory days. |

Key duties

* Manage DPIA’s financial administration – raising and processing invoices and payments, purchase orders, processing expenses claims, preparing regular financial reports and monitoring budgets.
* Manage the recording of all financial transactions on QuickBooks programme and monitor all bank accounts and third-party on-line service providers’ reports.
* Liaise with our Accountant; provide all information required for the preparation of the Annual Accounts. Manage relationship with funders, and provide all information as needed.
* Prepare and present management reports to the Board of Directors, and other reports and analysis for the Chair and Treasurer as required.
* Prepare and monitor specific project budgets and liaise with funding partners on joint initiatives.
* Implement and further develop financial management systems and online processes to ensure compliance with accounting standards/concepts and best practice.
* Implement and oversee robust anti-fraud measures.
* Providing general clerical and administrative support to the entire team, including the administration of the Board meetings, including photocopying, filing, e-mailing, making telephone calls, taking minutes, etc.
* To undertake routine administration tasks.
* Responsible for administration of recruitment and arrangements for induction of new employees.
* Liaise with our external payroll provider, Cardiff Council/Transactional Finance Team on all aspects of staff salary, benefits and deductions.
* Administer all aspects of the auto-enrolment staff pension scheme and fulfil all requirements of the Pensions Regulator.
* Maintain the holiday, sickness, and toil/overtime records of the DPIA’s staff.
* Manage the administration of expenses to service users and staff.
* Responsibility for the smooth operation of core IT functions; maintenance of all hardware and software requirements; back up of core financial records; management of telephone and internet contracts.
* Ensure that DPIA’s social media and web-based platforms are effective and up to date.
* Responsible for premises and asset management and for ensuring adequate insurance coverage to meet statutory needs; responsibility for fire safety; PAT Testing; maintenance of fixed asset registers; liaising with landlords, utility companies, valuation and business rates officers; the purchase and safe custody of DPIA Charity assets.
* Manage the administration of Gift Aid and support other aspects of DPIA’s fundraising activities including seeking new funding opportunities.
* Assist with the administration of funding grants applications.
* Responsible for purchasing goods, booking courses, travel and accommodation and inventory for DPIA, and for any projects i.e., the resettlement program, Wales Asylum Seeking and Refugee Doctors Group (WARD).
* Perform other duties as directed by the Chief Coordinator not included above, but consistent with the role.
* Demonstrate a commitment to quality by contributing to the maintenance and future achievements within DPIA.
* Comply with the Code of Practice and Code of Conduct for employees.

In addition to those duties and tasks specified in the job description, the post-holder

may be required to carry out other reasonable duties and tasks as requested and

required.

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|  | **Criteria** | | **Essential** | **Desirable** |
| **Qualification** | Educated to NVQ 3 level in a relevant subject or equivalent level of qualification or significant equivalent previous experience | | ✓ |  |
| A degree or equivalent | |  | ✓ |
| **Knowledge and experience** | Demonstrable experience in finance including setting and managing budgets, the preparation of financial accounts and supporting the production of an independent audit | | ✓ |  |
| Good working knowledge and experience of finance and accounting software packages | | ✓ |  |
| Evidence of developing financial management systems and online processes to ensure compliance with accounting standards/concepts and best practice | | ✓ |  |
| Excellent ICT skills; working knowledge in the use of a range of computer software, including Microsoft Office applications (Word, Excel, Teams) and financial systems (e.g., QuickBooks) | | ✓ |  |
| Experience of working in a subscriptions-based membership organisation and/or charity | |  | ✓ |
| **Skills, abilities and attitude** | Excellent organisational skills, including the ability to work independently, prioritising own workload and meeting deadlines | | ✓ |  |
| Ability to work effectively as a member of a team and able to explain finances to all levels of the organisation | | ✓ |  |
| Enthusiastic and self-motivated, with a positive attitude and flexible approach to own work and willingness to support a small team | | ✓ |  |
| Strong ethics with an ability to work to high standards of accuracy and manage confidential data | | ✓ |  |
| Excellent written and spoken communication skills | In English | ✓ |  |
| In Welsh |  | ✓ |
| Commitment to equality, diversity and inclusion | | ✓ |  |
| Commitment to / interest in the DPIA’s mission and aims, and ability to translate the goals to the smooth running of the organisation. | | ✓ |  |

**Person Specification**

Please ensure that when you complete the Supporting Statement section of the application form, you demonstrate how you fulfil each of the criteria marked Essential (and those marked Desirable where possible).

**How to apply**

* If you would like more information before deciding whether to apply, please contact Faruk Ogut at [james@dpia.org.uk](mailto:james@dpia.org.uk) to arrange an informal discussion.
* You must make your application using our official application form. Please provide all relevant information on the form, as we will not consider CVs or cover letters as part of your application. Please ensure that you save the final document in Word or PDF format.
* When you write the Supporting Statement, please let us know how you meet each of the essential criteria in the Person Specification (and the desirable criteria if possible). We recommend that you cover each of the criteria in order, using it as a heading; this will help us assess your application more easily.

**Please email your application to** [**james@dpia.org.uk**](mailto:james@dpia.org.uk) **by 22 August 2022**

**What will happen next?**

* We will send an email acknowledgement to all applicants. If you do not receive an acknowledgement before **29 August 2022**, please contact us. We are not responsible for applications that do not reach us, or that arrive after the deadline.
* We will assess the applications and select a number of candidates for interview. If we select you, we will contact you directly. We anticipate holding interviews during the week beginning 29 August 2022. If you have not been invited to interview within one week of the closing date, please consider your application to be unsuccessful.
* We will make a provisional offer of employment to our chosen candidate. We will then take up references and, if these are satisfactory, confirm the job offer.
* We reserve the right not to make an appointment if we judge that none of the candidates meets the required standard.
* This post is subject to satisfactory references and basic DBS check.

**Closing Date: 22 August 2022**