

# Job Description & Person Specification

## Finance & HR Assistant

<b>Job Title</b>	Finance and HR Assistant
<b>Job Summary</b>	To undertake financial and HR administration for Recovery Cymru.
<b>Location</b>	This role is flexible with and can be made up of a mixture of home working and time at the Canton Recovery Centre in Cardiff. You will be expected to regularly meet with the Finance and Head of Operations virtually and in-person at the recovery centre at least monthly.
<b>Responsible To</b>	Finance and Head of Operations
<b>Pay Rate</b>	£25, 000 - £27, 000 p/a (pro-rata/actual £10,000- £10,800p/a)
<b>Term of Contract</b>	Permanent subject to funding.
<b>Hours</b>	15 hours per week. These can be spread flexibly across the week. Schedules must be agreed in advance.

### Recovery Cymru

Recovery Cymru is a peer-led recovery community organisation for people seeking to change or overcome problematic alcohol and / or drug use. We also support family and friends. Our model is based on CHIME (Connection, Hope, Identity, Meaning and Empowerment) and everything we do is guided by our values: Connection, Integrity, Compassion and Empowerment. You can find detailed information about our organisation and approach in the recruitment pack which we strongly encourage you to read! All our staff and volunteers, within their roles, contribute to the 'bigger picture of RC'.

- Build the recovery community
- Raise awareness, challenge stigma
- Partner with others

### Purpose of the role

We have a new opportunity for a Finance and HR Assistant to help our growing recovery community organisation! We are a close-knit team and every role in Recovery Cymru plays an important part in keeping our organisation running effectively. Whilst this role is flexible and focused purely on finance and HR administration we want you to feel part of the wider team.

We have recently undertaken a period of growth, financially and as a staff team and have a number of funders. We want you to understand the operations of our community charity, as well as our financial and HR systems to better enable you to undertake your role. In your role, we need you to provide effective and timely administrative finance and HR support to the organisation with attention to detail and in a confidential and sensitive manner. You will support the functions of the organisation and report directly to the Finance and Head of

Operations. You will ensure that our finance and HR records are kept up to date and accurate so we can fulfil our governance and financial duties and treat our staff well. As you become proficient in these systems; we will also include you in some wider corporate governance admin duties. This is a new role for our organisation, and we hope you will come on the next phase of our journey with us. Your administrative functions will be based around:

- Finances: including payroll, data entry, bookkeeping, preparing budgets and financial reporting
- HR: including maintaining employee and organisational records
- Corporate Governance: including monitoring and updating registrations and assisting with policy work (you will not be expected to write policies)

**Interested?** Please read on for specific responsibilities and the person specification. We have offered a detailed overview to give you a good understanding of what the role entails. This list will not run concurrently and is not exhaustive. Weekly and monthly tasks will be agreed and regularly reviewed in supervision. Please contact us if you would like to talk more about the role before you apply.

## **SPECIFIC RESPONSIBILITIES**

### **Administrative Tasks**

- To provide administrative support to the Finance and Head of Operations
- To undertake financial administration tasks, including financial recording, income and expenditure, updating of spreadsheets and to provide regular reports to the Head of Operations
- To ensure all relevant legal requirements for membership, registration and insurance are appraised and renewed annually, unless otherwise specified.
- To recommend and ensure all utility contracts are kept up to date and are researched for market comparison to support the cost to the organisation.
- To undertake financial tasks such as petty cash reconciliation, keeping thorough records and to provide relevant financial and monitoring information to the Head of Operations
- To provide efficient typing, word processing and administrative support, photocopying, scanning and circulation of information as required by the Organisation
- To maintain virtual filing and admin systems
- To ensure the confidentiality of all records
- Such other duties as may from time to time be reasonably require
- Maintain good relations with staff, partners and funders
- Prepare standardized reports for the leadership and management team

### **Main financial tasks**

#### **Wages, Salaries and Employment Matters:**

- Prepare monthly salaries.
- Process P45s and P46s
- Prepare end of year returns
- Respond to Inland Revenue queries.
- Liaise with pension providers regarding stakeholder pension contributions.
- Be aware of procedures for maternity pay, sick pay, etc.
- Support with entering and uploading budgets and cashflow into our finance package
- Running budget variance reports on request and reporting variances to leadership and management

## **Computerised Bookkeeping and Accounts:**

- Ensure that all income is accurately recorded.
- Day-to-day bookkeeping using Xero package and Microsoft Excel.
- Check that petty cash records are maintained by the relevant delegated staff members.
- Assist the Leadership and Management Team with tasks for individual projects.
- Monitor expenditure against budgets and report regularly to the Head of Operations
- Support with weekly reconciliation and assist with financial apportionment of spends for projects under the guidance of the Head of Ops.
- To assist in running monthly finance reports for project submissions and run management accounts every 6 weeks.

## **Payment of Suppliers:**

Liaise with other staff to:

- Ensure that goods are ordered in accordance with agreed procedures.
- Ensure that proper documentation is kept for returns and that credit notes are obtained.
- Ensure that payments are correctly authorised.
- Ensure that rent, insurance and other periodic payments are made and that proof of payment is obtained.
- Check suppliers' statements and deal with queries.
- Inform the Head of Operations of payments as required.
- Deal with routine correspondence and form filling.
- Prepare money for banking.

## **Main HR administrative duties**

- To provide effective HR administrative support to the Organisation
- To provide new staff with contracts and their HR induction. This can be done in person or via Teams.
- File HR documentation
- Keep up to date records for sickness records, leave entitlements, training logs
- Provide monitoring information when requested such as: sickness records, leave entitlements, training logs

## **Corporate Governance**

To work closely with the Head of Operations on corporate governance tasks such as:-

- Liaising with the Charity Commission
- Liaising with Companies House
- Supporting with scheduling and arranging DBS checks
- Supporting with scheduling and updating policies
- Gleaning and providing relevant information to the Director and Trustees

## **Supporting Fundraising:**

- Process donations.
- Respond to fundraising offers from staff and the general public, providing relevant information.

## **Governance**

- Ensure the confidentiality of all records and communications under GDPR.

- Contribute to excellent partnership relationships and working practices.
- Ensure that the Recovery Cymru philosophy is centrally embedded in practice.
- Undertake reflective practice and participate in peer and group supervisions.
- Be responsible for dealing sensitively with the range of complex and challenging issues the general public, members and volunteers may present.
- Ensure all participants are safeguarded and that good, safe practice is followed in all project activities and to contribute to HR processes.

## **PERSON SPECIFICATION**

### **Essential**

- Highly proficient in accurate financial data entry
- Demonstrable experience in a financial administrative capacity
- AAT, bookkeeping or equivalent qualification or working towards
- Skilled in the use of excel
- Payroll Experience
- Excellent computer skills
- Demonstrable ability to manage your own workload, keeping on top of repetitive and one-off tasks, ensuring deadlines are met and projects work to time
- Be accurate and organized, with the ability to work under pressure with a keen eye for detail
- Excellent verbal and written communication skills
- Ability to maintain confidentiality and work in a positive and non-discriminatory framework
- Prepared to undertake enhanced Disclosure and Barring Service (DBS) vetting.

### **Desirable**

- Knowledge of Xero
- Demonstrable understanding and commitment to recovery
- Experience in the charity sector
- Experience of administering petty cash or transferrable skill

### **Notes**

- This role is subject to an enhanced DBS check