**Hamilton Citizens Advice Bureau**

**Position: Team Leader Finance & Administration**

**Employer:** Hamilton Citizens Advice Bureau

**Purpose of Job:**

To ensure effective implementation of all financial and administration policies and procedures within Hamilton CAB

**Responsible to:** Bureau Manager

**Hours: 30 hours per week** (some flexibility)

**Salary:** £17,544 - £18,720 pa (pro rata)

**Location:** Hamilton

**Main Responsibilities**

1. Ensure effective accounting and management systems are maintained and prepare reports on all financial activities
2. Support business development, project management and implementation of the strategic plan
3. Maintain records, provide reports and support the wider senior staff team with recruitment and management of employees and volunteers
4. Manage the day-to-day maintenance of premises and facilities within the organisation
5. Provide administrative support to the Bureau Manager and Board of Trustees

**Duties & Specific Tasks**

Operating within Bureau Policies and Procedures:

1. Ensure effective accounting system, management and project specific information systems are maintained
2. Prepare core and project financial reports for funders, the Bureau Manager and Board of Trustees in line with timetable of reporting
3. Purchase authorised goods and services required for the effective operation of the Bureau ensuring best value; Ensure appropriate stocks of stationery and supplies are maintained
4. Ensure effective procurement systems
5. Maintain accurate statutory and other employee records
6. Liaise with Payroll provider and ensure accurate employee details are provided for new starts, end of employment and changes in circumstances
7. Support the Bureau Manager and senior staff with recruitment, selection, appointment and induction of employees and volunteers
8. Collect, collate and record HR management information and provide reports for the Bureau Manager as requested
9. Provide support with developing business plans, project management and introducing new initiatives
10. Contribute and test out new ideas to support the development of the organisation
11. Provide admin, meeting and diary management support for the Bureau Manager and Board of Trustees
12. Support the Bureau Manager to ensure effective health and safety, data protection and risk management within the organisation
13. Maintain accurate health and safety, data protection, insurance and regulated activity records
14. Liaise with the Bureau’s banker, auditor and other professional advisers as required or instructed;
15. Operate and control the petty cash system;
16. Manage the incoming and outgoing mail systems and ensure effective in all locations
17. Liaise with South Lanarkshire Council and other landlords in matters relating to repairs and maintenance,
18. Liaise with utility providers and other suppliers and contractors
19. Maintain the facilities, IT and equipment inventory and records
20. Day-to-day management of the caretaking arrangements, cleaning, hygiene and waste contracts, fire and security systems across all Bureau premises
21. Manage and control archiving of all financial, management and case records ensuring records are safe, confidential and accessible for future retrieval; ensure the confidential destruction of records in line with current CAS membership policy
22. Assist with organisation of training and other events
23. Provide training and support to staff in the use of systems
24. Participate In senior staff meetings

**TEAM LEADER Finance & Administration – PERSON SPECIFICATION**

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| **ADMINISTRATION ASSISTANT** | **COMPETENCIES** |
| EDUCATION /QUALIFICATIONS | * HND level   and/or evidence of relevant continued professional development |
| EXPERIENCE | * Minimum of 3 years recent experience in a busy office environment * Use of SAGE and databases * Managing premises and facilities |
| SKILLS AND ATTRIBUTES | * Ability to manage multiple tasks effectively * Ability to work to deadlines * Ability to use initiative * Attentive to accuracy * Ability to write routine letters and prepare financial and factual reports * Ability to accurately maintain SAGE and financial management systems * Ability to reconcile monthly accounts * Ability to maintain and develop appropriate electronic and manual filing systems * Ability to deal with a range of stakeholders at different levels in a confident and professional manner * Ability to coach and mentor new admin volunteers * Ability to problem solve and act decisively * Ability to support staff with IT use and minor problems |
| VALUES AND ATTITUDES | * Commitment to team working * A friendly and can-do approach * Commitment to equal opportunities policies * Commitment to developing the skills and role of volunteers within the admin team * Commitment to best practice and ongoing improvement * Commitment to the aims and values of the CAB service |
| KNOWLEDGE | * Use of Microsoft Office software including word processing, excel * Sage Accounts system   Understanding of Health and Safety, Data Protection and financial regulations |
| OTHER |  |