

Job Title: **Admin & Finance Worker**

Grade & Starting Salary: £19,000 pro rata (approx. £8,143 per annum)

Responsible to: Senior Coordinator

Contract: 15 hours a week fixed term until 31st July 2022

Area Covered by post: Renfrewshire

Based: Home working & meetings in Johnstone & Paisley

 (temporary home-working until space secured)

Special Conditions: Occasional evening and weekend work

*Please note that this post is open to women only under the Equality Act 2010, Schedule 9, Part 1 (inclusive of non-binary people, trans women.)*

**Job purpose:**

We are looking to recruit a kind, compassionate and skilled professional to support Kairos Women+ grow and develop as a charity. Kairos Women+ is a community-led women’s organisation in Renfrewshire, providing a range of support and opportunities including personal development, training, creative workshops, social events and one-to-one support.

The post will involve taking responsibility for a number of administrative and financial duties including supporting the creation of administrative systems; maintaining course waiting lists; organising bookings; supporting our financial processes; sending appointment letters/making phone calls; monitoring donations and petty cash; and preparing, collating and recording of data. The successful applicant will work closely with other members of staff, volunteers, students and other organisations as appropriate.

Women accessing support from Kairos may have experienced struggles with mental wellbeing, addictions, involvement in the criminal justice system and domestic/sexual abuse.

**Tasks and Responsibilities**

**Organisational responsibilities:**

* To develop and coordinate appropriate administrative systems and procedures to support the smooth running of the organisation as a whole alongside the Senior Coordinator.
* To have day to day responsibility for the preparation of monthly monitoring reports, to collate these figures and input them onto the appropriate system.
* To have day to day responsibility for general financial transactions such as monitoring petty cash and dealing with expenses. Also assisting with the organisational budgeting with the support of the Senior Coordinator.
* To maintain a professional relationship with the organisation’s financial service, Engage Renfrewshire, and share all relevant financial records with them weekly such as expenses and petty cash.
* To take minutes for relevant meetings across the organisation such as Trustee Meetings, which take place in the evening.
* To update the website with all regular events via a basic form (training provided).

**Project responsibilities:**

* To communicate activity and course reminders to women attending Kairos Women+.
* To support the work of Project and Support Workers by maintaining course and project waiting lists, taking bookings and supporting women to attend for the first time.
* To support identified volunteers in their role.
* To work with other identified staff, students and volunteers as appropriate.

**Other responsibilities:**

* To work in a clear, organised and methodical way which supports the work of other staff.
* To develop your own knowledge, experience and skills in relation to the specific areas you are involved in supporting.
* To support effective communications between women coming to Kairos, volunteers and partners.
* To promote the involvement, voice and feedback of women coming to Kairos.
* To promote equality, diversity and inclusion across all aspects of Kairos Women+.
* To follow good practice policies and procedures at Kairos Women+, including Health and Safety.
* To promote Kairos Women+ as a valuable resource for women and non-binary people in Renfrewshire.
* To support working with a broad range of voluntary and statutory agencies and key partners in promoting the organisation, alongside other identified staff.
* To attend, supervision, staff meetings and training and development events as and when appropriate.

This job description is intended to outline the post at this stage of development. It is not an exhaustive list and it is recognised that jobs change and evolve over time. Post holders will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively and flexibly to changing organisational needs.

**Person Specification**

*(Your application will be scored using the person specification. You will receive a point for each area of the person specification you can evidence in your application.)*

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|  | **Essential** | **Desirable** |
| **Qualifications:** | Sector relevant degree, Business Administration qualification **OR** comparable experience | Accounting training or qualification  |
| IT training or qualification  |
| **Experience of:**  | Minimum 2-years relevant experience | Working with women with vulnerabilities  |
| Working with people with vulnerabilities |  |
| Monitoring and evaluation  |  |
| **Skills, Knowledge and abilities** | Knowledge and ability to use all aspects of Microsoft Office  | Understanding and experience of implementing policies and procedures |
| Knowledge and experience of financial and administrative databases and processes  | Willingness to undertake training and development |
| Ability to write formal reports | Knowledge and understanding of women-specific approaches |
| Ability to develop effective working relationships with funders, staff, students, volunteers and partner agencies | Knowledge and understanding of safeguarding issues for women and families  |
| Knowledge and understanding of, and commitment to, equality of opportunity, anti-discriminatory practices and inclusion | Knowledge and understanding of GDPR |
| Knowledge and understanding of confidentiality  |  |
| **Attributes and Values** | Excellent at organisation  | Willingness to travel across Renfrewshire on occasion |
| Warm, friendly communicator and presentation style | Willingness to undertake occasional weekend and evening work |
| The ability to be kind and non-judgemental to all women  | An interest in community-led work  |
| Ability to work flexibly and respond to change | Ability to actively listen with compassion  |
| Responds well to challenge and a wide range of responsibilities  |  |

*Additional information:* An offer of employment will be conditional on completion of a Protecting Vulnerable Groups (PVG) criminal record check. Please note: having a criminal record will not automatically exclude you from working for our organisation.