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# FINANCE ADMINISTRATOR

# Job Description and Person Specification

## Mission Statement

We are Tiphereth Camphill, a vocational community that values each person equally. We aspire to live a life full of meaning, work associatively and grow together based on a rich cultural and spiritual foundation. We strengthen and nurture our common purpose and individual potential through authentic relationships and shared life experiences.

## Introduction

Tiphereth is a semi-rural Camphill Community based on the outskirts of Edinburgh at the foot of the Pentland Hills. Together we make up a community of about 150 people. The community provides residential care homes, supported living tenancies, a social enterprise and day support services for adults with learning disabilities and autism. For more information visit [www.tiphereth.org.uk](http://www.tiphereth.org.uk).

We offer adults with learning disabilities and autism the opportunity of living, working, and growing together to realise their potential. Our life and work are based on Rudolf Steiner’s anthroposophy and the principles of Social Therapy. We are also influenced by Social Pedagogy. Through working with these principles Tiphereth aims to meet the physical, emotional, and spiritual needs of the individuals we provide a service to. We strive to create situations where each person can participate in meaningful work, believing that work is the primary vehicle for personal growth and development. We refer to the individuals who use our services as members.

## Job Context

The purpose of this role is to assist the Finance Team with data entry and administrative support, as well as general office tasks as part of a wider administrative team.

This role will be based at our main office.

## Key Tasks

* To personally uphold Tiphereth’s mission and vision statement, and Camphill values which underpin the aims and objectives
* Daily recording & reconciliation of financial transactions & accounts on all financial systems
	+ Coding and exporting Pleo transactions to Xero and reconciling these
	+ Entering and allocating monthly credit card statements into Xero
	+ Preparing draft bills for payment
* Record and allocate monthly accounts
* Creating monthly spend reports for all departments
* Processing staff expenses
* Creating, sending & chasing of invoices
* Monthly reconciliation of office petty cash
* Note-taking for meetings and timely distribution
* Assist in managing utility & service contracts
* Support the Finance Team in administration tasks as required
* Support with general office duties as part of a wider team – answering the phone, taking and forwarding messages as appropriate, assisting in keeping the office tidy, etc

### Line Management

### The post holder is responsible to the Deputy Finance Manager.

### Tiphereth Values

### The post holder will take an active interest in the values and principles which underpin our life and work at Tiphereth and make full use of induction, training and supervision to ensure that they are upheld in working practices and attitudes. They will build constructive working relationships within the community founded on dignity and respect for individuality.

### PVG

### Working in our community at Tiphereth will require you to become a member of the Protecting Vulnerable Groups (PVG) scheme.

# Person Specification

We are seeking a new staff member who shares our values and wishes to develop their professional experience and skills to support our Finance Team. Tiphereth’s finance systems training will form part of the induction.

### Values and Attitudes

* A commitment to the idea of working collaboratively as part of a community
* A willingness to support the work of others and a ‘can do attitude’
* A personal understanding and acceptance of diversity and difference and an ability to embrace the strengths and experiences of people with learning disabilities
* A recognition of the confidential nature of the work and commitment to upholding this

Experience

* Experience of working with financial recording systems is desirable
* Experience of working within a diverse office environment that requires adaptability and a flexible approach to tasks is desirable

### Skills and Abilities

* Able to work on own initiative and carry responsibility
* An ability to accurately input finance data entry
* Have excellent written, verbal and IT skills with accurate attention to detail
* The ability to work under pressure to meet deadlines
* The ability to work on multiple projects at any given time and have excellent time management and organisational skills
* Demonstrate an ability to effectively and timely communicate and co-ordinate information which may be time sensitive

FINANCE ADMINISTRATOR TERMS AND CONDITIONS

Salary: £24,578 raising by annual increments to £26,478 over 6 years

Hours: Full Time – 37.5 hours per week

Monday and Thursday 0855 – 1700

Tuesday, Wednesday, Friday 0855 – 1600

Holiday: 36 days paid holiday per annum inclusive of statutory and public holidays, Pro rata for part-time employees. Every two years the holiday allowance increases by 1 day to a maximum of 40 days annual leave.

Sick Pay: 2 weeks full pay and 2 weeks half pay increasing after 2 years to 4 weeks full and 4 weeks half.

Pension: Tiphereth operates an Auto-enrolment Pension Scheme, which you are required to join or provide an alternative Scheme. Tiphereth contributes a sum equivalent to 5% of annual gross salary on behalf of the employee and the employee makes 4% contribution to the Scheme. Together these contributions provide a pension of 9% per annum.

Private Medical Insurance: You will have the opportunity to join Tiphereth’s group Private Medical Insurance scheme after a successful probation period.

Probationary Period: All new staff are required to serve a probationary period of 6 months during which work performance will be reviewed. One week notice either side during probationary period.

Notice: 4 weeks after probationary period.