

Finance, Administration and Office Manager

Hours: 30 hours a week

Salary: HTSI 7; point 29 – 33; £31,490 - £35,524

Responsible to: HTSI CO

Based: Office base Dingwall with some home/remote working

Purpose of the Post:

To support the governance and operations of HTSI by overseeing and ensuring the day-to-day finance, accounts and administration activities of HTSI, its project and services are carried out effectively and efficiently. To ensure a smooth-running office facility of HTSI staff and other office users.

Role Description:

The post holder is responsible for both the financial and HR recording within the organisations. Within finance the post holder will be responsible for ensuring appropriate ledger recording, reconciliation and reporting to meet the financial needs of the organisation. The post holder will also prepare payroll.

Additionally, they shall have oversight of the HR records, policies and practice of HTSI. This includes ensuring that the system is maintained and that policies are reviewed regularly as per the needs of the organisation and to ensure compliance with legislation.

The role will support the management of the Board, its processes and activities.

Finally, the role will be responsible for the HTSI office in Dingwall, overseeing its day to day operations.

Key Tasks:

1. Responsibility for the finance administration and record keeping of HTSI including
 - a. Process all invoices for payment, ensuring all financial records are up to date and fully maintained, including regular bank reconciliation.
 - b. Oversee all aspects of cash handling within the organisation
 - c. Manage the organisation cashflow ensuring all transactions are processed accurately, within agreed timescales and in line with organisation guidelines
2. Oversee the contracting, purchasing and payment of goods, service and utilities
3. Collate all financial and mandatory paperwork required to assist with the preparation of the year end accounts and audit including liaising with the accountant as required.
4. Maintain a smooth-running office for the organisation including ordering stationery and supplies, key holding and security, room use scheduling, desk allocation and oversee cleaning and maintenance.
5. Administer all aspects of payroll, including pension contributions, expenses and staff benefits
6. Administer the HR functions of the organisation including issuing contracts, maintaining HR systems and record keeping, and supporting the development and implementation of relevant HR policies and procedures.
7. Support the management team and budget holders to plan and manage budgets by providing regular financial reports on a timely basis to monitor and control budget lines and inform decisions.

8. Provide administrative support to the Board of Directors including organising meetings, circulating papers and taking minutes.
9. Maintain comprehensive financial and HR policies and procedures, leading on their regular review and ensuring compliance across the organisation.
10. Establish and maintain monitoring systems to collect data and report on HTSI financial performance to relevant stakeholders such as Board, members and funders; including assisting with the writing and circulation of reports for assurance on the financial management of HTSI.
11. To assist with event planning and management for events and training.
12. To work collectively across the development team and wider HTSI organisation collaboratively, respectfully, fairly and honestly; always undertaking to represent the organisation in an appropriate manner and with the integrity expected by HTSI.
13. Actively seek opportunities to grow and develop skills and knowledge that would better equip you to deliver the role. This may include attending training, workshops and events in agreement with your line manager.
14. To undertake any other reasonable task required of the post by the line manager.

PERSON SPECIFICATION

1. Experience

- 1.1 Practical experience of working with a wide range of office systems including Microsoft packages such as Word, PowerPoint, Excel and Outlook and Teams
- 1.2 Experience of working with Quickbooks accountancy package or similar
- 1.3 Bookkeeping and finance experience in a similar role including day to day bookkeeping and supporting year end accounting and audit
- 1.4 Experience of processing payroll for a small company
- 1.5 Some experience of policy development and review for a small company or equivalent is desirable but not essential
- 1.6 Experience of dealing with the public and public enquiries, particularly via email and on the phone
- 1.7 Experience of writing for business and wider circulation in a business setting
- 1.8 Experience of minute/note taking and supporting a Board of Directors

2. Knowledge and skills

- 2.1 Educated to Higher level, or equivalent, in English and Maths
- 2.2 Recognised qualification in business, finance or HR would be desirable although not essential.
- 2.3 Demonstrable understanding of charity accounting principles including restricted and unrestricted funds.
- 2.4 Knowledge of confidentiality requirements and the management of personal data
- 2.5 Good interpersonal skills – flexibility for different audiences, tact, diplomacy, adaptability.
- 2.6 Knowledge of good governance practices within HR/Finance and/or the third sector
- 2.7 Ability to work accurately under pressure
- 2.8 Good organisational skills and a methodical approach to work
- 2.9 Ability to manage a small office with proven experience of managing utilities, contracts and security.

3. Personal qualities

- 3.1 Self-starter, proactive and excellent organiser with the ability to work unsupervised.
- 3.2 Good interpersonal skills – flexibility for different audiences, tact, diplomacy, adaptability. A helpful and personable team player
- 3.3 Honesty and integrity
- 3.4 Approachable, confident and at ease with others.
- 3.5 Ability to work as part of a team and under pressure
- 3.6 Commitment to the principles of confidentiality, and equality of opportunity
- 3.7 Ability to work mainly from the HTSI office in Dingwall, although some home working will be allowed