

# wintercomfort

*for the homeless*

<b>Job title</b>	Finance administrator
<b>Salary</b>	£22,000 per annum
<b>Responsible to</b>	Finance Manager

## Role Summary

As a member of Wintercomfort's office team, reporting to the Finance Manager this role is vital to smooth operating of our administrative and financial processes that support the charity in achieving it's mission of supporting homeless and vulnerably housed individuals in Cambridge.

## Purpose of the job

The role of the Administrator is to provide financial and administrative support to the Chief Executive, Senior Management Team and Fundraiser. Ensuring the effective running of all day-to-day administrative operations for this busy local charity.

## Key Responsibilities

The Administrator will comply with the standard responsibilities outlined for all roles within Wintercomfort and adopt and comply with Wintercomfort's ethos and values, policies and procedures, and regulatory frameworks including Code of Conduct, Equality and Diversity, Health and Safety, Data Protection and use of IT resources, Complaints procedure, Human Resources policies and procedures, Financial procedures.

## Financial

General finance tasks using Sage (finance system), Excel and bankline (RBS payment portal)
Receive purchase invoices, code and distribute for approval, record into finance system.
Prepare bankline supplier payment, record into Sage.
Raise sales invoices
Receive incoming donations and receipts, prepare Bank paying in slips and record bank deposits in Sage.
Issue and receive petty cash and cash takings from our social enterprises, reconcile and record in Sage.
Prepare RBS credit card transactions for posting into Sage.
Download and maintain information from portals to support the above.

JD – Administrator	Reviewed by Colin Christy & Simon Pickering	Date: May 2019
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## General Office Duties

Manage the info@wintercomfort.org.uk email account

To be the first point of contact for general phone enquiries, opening and distributing mail.

Maintain office equipment and office supplies and order stock for buffets, café and cleaning.

Maintain electronic data backups.

Record breakfast information into Excel

## Fundraising

Be the first point of contact for donor communication – answer any queries, and initiate donor acknowledgements.

Issue and record donation collections.

Provide support as required to the Fundraising team. ( i.e. our Christmas Appeal)

## Other duties

Contribute to Wintercomfort achieving the highest standards and effectiveness in service delivery to service users.

Taking minutes at meetings if required.

Contribute to the implementation of the team's aims and objectives, work plans, operational policies and procedures in such a way that they contribute to the mission of Wintercomfort and deliver on business plan objectives.

Undertake various tasks assisting the delivery and continued development of the service.

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## Person specification

Description	Essential or Desirable	Assessment process*
Previous experience of working in the charity sector Familiarity with Sage.	D	App
Exceptional attention to detail, organizational skills and multi-tasking abilities.	D	App
Previous experience of using MS Office.	E	App/Int
Understand the need to maintain professional boundaries with service users and demonstrate discretion in handling of confidential information.	E	App
Honesty, reliability and flexibility.	E	App/Int
A mature and thoughtful approach to equal opportunities and diversity in service provision.	E	App/Int
Ability to use own initiative, including taking responsibility for own learning and professional development.	E	App/Int
Ability to work as part of a team as well as take direction from a line manager.	E	App/Int
Excellent written and verbal communication skills with the potential to present information to a diverse audience.	E	App/Int
Excellent numeracy skills.	E	App/WME
*App= Application, Int = Interview, WME = Written and Mathematical exercises		

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## Terms and Conditions

<b>Location</b>	Overstream House, Victoria Avenue, Cambridge, CB4 1EG
<b>Working pattern</b>	Monday – Friday 09.00 – 17.00
<b>Hours of work</b>	37.5 hours per week
<b>Length of appointment</b>	Permanent
<b>Probation period</b>	6 months
<b>Annual leave</b>	25 days
<b>Pension eligibility</b>	Yes

## Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. We will ask to see original paperwork confirming your right to work in the UK.

This role requires a basic an enhanced Disclosure and Barring Service (DBS) check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this check; whether an outcome is satisfactory will be determined by Wintercomfort for the homeless.

## General Information

Wintercomfort works with people who are homeless, at risk of homelessness or with a history of homelessness. We provide services to aid every stage of recovery - from immediate basic welfare needs to long term help in identifying and dealing with the problems which are undermining their stability, and enabling them to engage with education, employment and specialist health services. National statistics rank the numbers of rough sleepers in Cambridge within the highest 20 UK local authorities. In 2017/18 we helped 742 people, making over 18,000 visits to our centre.

For further information about us please visit [www.wintercomfort.org.uk](http://www.wintercomfort.org.uk)

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## What can Wintercomfort offer?

One of our core values at Wintercomfort is to recognise and reward our staff as our greatest asset. We realise that it's our people who have helped us to become a well-respected charity that helps to make a positive change to homeless people's lives. We want to continue to deliver excellent, relevant services for the homeless in Cambridge by attracting and retaining talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Benefits** – You will be eligible for benefits and services, including pension scheme, death in service benefit and tax-efficient bicycle lease and childcare vouchers.
- **A supported work environment** - You will receive a comprehensive induction and you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs. You will be expected to have developed the skills to fulfil all role requirements within this period. Appropriate performance expectations and objectives will be discussed, agreed and reviewed regularly with your Line Manager so that your performance can be measured against these.
- **Training** - We recognise the importance of having a motivated and effective staff team. We offer on-going training to support you in your role.

## Equality of Opportunity at Wintercomfort

We are committed to a proactive approach to equality, which includes supporting and encouraging all underrepresented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

## Job Description Review

From time to time, this job description will be reviewed in line with the requirements of the work and organisational development. The post holder will have full opportunity to discuss this and be active in any changes and developments.

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