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**JOB DESCRIPTION**

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| Job title | Admin and Finance Coordinator |
| **Contract** | Permanent, full time |
| **Date of revision** | March 2024 |
| **Location** | Cheltenham |
| **Salary** | £25,000 - £27,000 depending on experience |
| **Reports to** | CEO |
| **Line reports** | Admin and finance volunteers |
| **Job purpose** | To provide administrative and financial support across the organisation, including management of the charity’s suppliers, bookkeeping and managing administrative processes within the charity. |

**Background:**

Sight Support West of England, Insight Gloucestershire and Wiltshire Sight are three independent charities working together to reduce the impact of sight loss and support local people with sight loss to lead independent lives. We deliver local services across the region, and share a central management team to reduce costs and share efficiencies across the three organisations.

Sight Support are seeking an experienced office or financial administrator with excellent analytical and problem-solving skills to join our highly motivated and passionate team to provide administrative and financial support across the three organisations.

As the Admin and Finance Coordinator, you will be playing a key role supporting the local Insight team and the wider Sight Support staff with management of suppliers, bookkeeping, and maintaining our admin systems. The finance part of the role does not require you to be qualified in any way, but does require a head for figures, and an ability to enter financial information accurately and quickly. Full training will be provided.

**Key responsibilities of the role**

**Administration / Office Coordination**

* Ensure the smooth running of the Insight Gloucestershire office in Cheltenham, dealing with issues as they arise, in consultation with the Insight team and the wider Sight Support staff team.
* Take a lead role in management of Sight Support and Insight Glos suppliers, including communication, IT, phones, stationery, etc.
* Take the lead on all administrative processes, such as management of collection boxes, maintaining inventory of equipment, asset lists, etc.
* Open all incoming post in Cheltenham, ensuring that any donations are kept securely. Ensure that receipts are recorded and banked at least weekly.
* Coordinate and oversee mailings to clients and supporters, including annual appeals. Oversee the printing of leaflets/posters, etc in the Insight office.
* Ensure that all emails received into the info@ email address are dealt with promptly and appropriately, or forwarded to the right member of staff.
* Oversee the work of any admin volunteers working within the Insight office.
* Provide other administrative support to staff as necessary.

**Finance and Bookkeeping**

* Ensure all invoices, bills, purchases and receipts are entered onto the online finance system, Xero, for approval, and payments set-up on online banking system.
* Ensure all bank accounts are reconciled at month end and any issues are brought to the attention of the Sight Support CEO.
* Maintain financial information filing, to ensure that up to date information is readily available for monthly reporting and year-end audit.
* Provide other financial support to the CEO such as issuing invoices, entering monthly journals or reconciling supplier accounts.

**Person specification**

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|  | **Essential** | **Desirable** |
| **Education, Training, Qualifications** | A good level of general education, including a high standard of English and Maths. |  |
| **Experience / Knowledge** | Significant experience of working in an office environment.  Technically confident with excellent knowledge of Microsoft Excel.  Experience of project management, with a responsibility for delivery. | Experience of using Xero Accounts or a similar accounting system.  Good knowledge of financial management and processes.  Experience of working in the charity sector. |
| **Skills and abilities** | Ability to input financial information quickly and accurately, with high attention to detail.  Highly organised, with good problem-solving skills, and the ability to manage a complex workload, prioritise competing demands, and meet deadlines.  Ability to manage administrative systems, including stock control, filing systems, etc.  Ability to research issues or seek solutions on internet and other media.  Highly numerate with the ability to collate and present financial information methodically and accurately.  Excellent verbal and written communication skills.  Ability to work proactively on own initiative and work effectively within a team.  High level of IT skills especially in MS Office including ability to develop and maintain information systems and to share these with others. |  |
| **Personal qualities** | Flexible and adaptable.  Good communicator, working with many people across the team and across multiple locations  Tact, discretion, sensitivity and a commitment to confidentiality.  Commitment to improving the lives of people living with sight loss. |  |

Sight Support West of England is committed to quality, equality and valuing diversity, and welcome applications from all backgrounds. As a sight loss charity, we particularly encourage applicants who are visually impaired to apply.

To apply for this post please send a CV and a covering letter outlining your suitability for the post to info@sightsupportwest.org.uk. Please title your email ‘Application for Admin & Finance Coordinator’. Applications without cover letters will not be considered.