

Job Description

Job title:	Admin and Finance Officer
Accountable to:	Strategic Lead – Working for Carers, Finance Manager
Hours:	18.5 per week
Base:	North Tyneside Carers' Centre

Job Purpose:

To provide high-quality administrative and financial support to ensure the effective delivery, monitoring and reporting of the Working for Carers Project.

Main Duties and Responsibilities:

Project Administration

- Maintain effective administration systems and processes to support the delivery of the Working for Carers Project.
- Provide comprehensive administrative support to the Strategic Lead, including preparation of documents, scheduling and coordination of project activity.
- Manage room bookings, process purchase orders, and book suitable venues for clinics, training and events, ensuring purchase orders are approved before sessions are advertised.
- Update the contact management system and accurately log carer attendance at groups, training and clinics.
- Take minutes at internal and external meetings as required.

Finance Administration

- Collate and process payroll information for project staff in line with organisational procedures.
- Issue, record and monitor petty cash for project staff, ensuring compliance with financial controls.
- Support the Finance Manager with the preparation of monthly, quarterly and annual financial reports for the North East Mayoral Strategic Authority.

- Process purchase orders, invoices and financial documentation in line with NTCC procedures.
- Assist with financial monitoring, budget tracking and responding to additional requests for financial information.

Monitoring and Reporting

- Support the Strategic Lead in preparing monthly monitoring data reports using the contact management system.
- Ensure accurate and timely submission of data required by the North East Mayoral Strategic Authority.

General Duties

- Share responsibility for welcoming visitors, answering telephones, taking messages and supporting event preparation.
 - Attend supervision, team meetings and training as required.
 - Safeguard children and vulnerable adults, referring concerns to the relevant safeguarding lead.
 - Undertake any other reasonable duties as directed by the Strategic Lead and Finance Manager
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Person Specification

Education / Training

- Educated to A Level or equivalent.
- NVQ Level 3 Business and Administration qualification (desirable).

Experience & Knowledge

- At least two years' experience working within a busy office environment.
- Experience of handling and monitoring petty cash.
- Experience of collating and processing payroll information.
- Experience of working with contact management systems.
- Experience of minute taking and meeting preparation.
- Knowledge of and commitment to equality and diversity.
- Knowledge and understanding of the voluntary and community sector.

Skills

- Strong literacy and numeracy skills.

- Ability to work with minimal supervision; self-motivated and able to problem-solve.
- Highly organised with excellent attention to detail and the ability to maintain accurate records.
- Ability to work to agreed targets and deadlines, prioritising and managing own workload.
- Keen to learn and develop new skills, take on new challenges and participate in relevant training.
- Commitment to providing a quality service and strong team working.
- Excellent communication skills with the ability to develop constructive relationships with a wide range of people and services.
- Excellent IT skills, including Microsoft Office and Sage accounting software.
- Ability to work within professional boundaries and maintain confidentiality.
- Professional, enthusiastic, flexible and reliable.

Other

- Ability to work flexibly to meet the needs of the service.