JOB DESCRIPTION

Job Title: HR and Finance Administrator
Service/Department: Core Team
Salary Band and scale range: Band 2 £14,153 - £16,645 per annum pro rata
Hours: 15 per week (worked over 2/3 days)
Base: Head Office - Colchester
Responsible to: Business Operations Manager
Accountable to: Chief Executive

Job Summary:
To assist and support the Finance and HR Officers’ with the administration of personnel records and data and offer an effective administrative support service, ensuring confidentiality at all times.

To assist in the administration of a range of Finance and HR procedures and to ensure that the use of resources is adequately monitored and controlled.

Key Responsibilities:

Finance
- To undertake the efficient and accurate preparation, input and maintenance of information and data into the financial systems operated by the Charity in accordance with agreed procedures and regulations.
- Assist the Finance Officer to complete accurate recording controlling and administration of financial data.
- To assist the Finance Officer with the inputting of purchase invoices and to produce sales invoices on SAGE Line 50 Accounts
- To scrutinise and check invoices for accuracy, data input & check goods and services have been authorised.
- To administer the organisation’s petty cash system using both Microsoft excel and SAGE Line 50 accounts.
- To monitor and maintain staff & volunteer mileage & expense claims using Microsoft excel.
- To promptly deal with relevant correspondence while maintaining the filing system, updating records and spreadsheets.
- Support the Finance Officer administer credit control & debt collection.

Human Resources
- To undertake the efficient and accurate preparation, input and maintenance of information and data into the personnel systems operated by the Charity in accordance with agreed procedures and regulations.
- Maintain staff attendance, sickness and absence records.
- Create, maintain and update confidential HR records for all staff.
• Undertake administrative duties in connection with personnel changes/amendments and terminations of contracts for staff
• Provide help and advice to staff and external parties as and when required in relation to personnel matters.
• To provide support to the HR Officer in relation to the Charity’s recruitment procedures, including placing job adverts; collating job applications; requesting references.
• To promptly deal with relevant correspondence and maintain an efficient system for all data

Other Duties
• To provide a comprehensive range of administrative duties including, telephone usage, copy typing, filing, photocopying and faxing information.
• Work alongside and assist in the support of volunteers within the Core Team function
• To process written material and data using Microsoft Word, Excel, PowerPoint and email.
• To arrange and attend meetings, record minutes and take appropriate follow up action as required
• Provide general office/admin cover in the absence of the HR and Finance Officers’

General:
• The post holder will be required to participate in the assessment of risk and thereby contribute towards clinical and corporate governance agenda as appropriate.
• The post holder must maintain the confidentiality of information about clients and other services, in accordance with the charity’s policy.
• The post will be subject to a regular annual staff appraisal.
• The post holder will be expected to keep themselves up to date on all matters relating to Mid and North Essex Mind’s procedures and policy.
• The post holder must familiarise themselves with matters relating to health and safety management as they affect them personally and/or the charity, reporting any potential risks to life or property immediately in accordance with the charity’s Health and Safety policy and procedures. They must use all equipment provided to undertake their role safely.
• Refrain from smoking in any area of the premises not designated a smoking area.
• Where you are a member of a professional body you are required to conform to the professional standards set by that body. You are required to ensure your registration is current and practice continuous professional development.
• The charity is committed to Equal Opportunities for all present and potential members of staff and clients. Therefore the charity expects all employees and volunteers to understand, support, and apply this policy through their working practice, which requires all individuals to be treated with respect, dignity, courtesy, fairness and consideration
• Co-operate with all staff in maintaining good relationships with outside agencies and the general public in order to uphold the charity’s image and win increased support for its work
• Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by your direct Line Manager
## Person Specification

**POST:** HR and Finance Administrator

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<tr>
<th>Category</th>
<th>Essential</th>
<th>Desirable</th>
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| **Education & Qualifications**    | • A good standard of education which reflects the ability to communicate effectively including:  
  • Preparation of financial and HR information  
  • Correspondence                                         | • NVQ 2 in Business Administration or equivalent |
| **Experience**                    | • Experience of developing and administering financial/personnel procedures and systems.  
  • Experience of effective team working  
  • Experience of planning work programmes to meet deadlines.  
  • Experience of setting up and developing databases, gathering data and producing statistical reports in an informative and concise manner  
  • Experience of working in a financial and/or personnel environment.  
  • Experience of working in a busy office environment | • Experience of using SAGE                          |
| **Skills, Abilities & Knowledge** | • Excellent communication and interpersonal skills  
  • Good numeracy and literacy skills  
  • Excellent IT skills  
  • Excellent administration and organisation skills  
  • Ability to prioritise and work to deadlines  
  • Ability to work under pressure  
  • The ability to work independently and with initiative  
  • Knowledge of spreadsheets  
  • Proficient in the use Microsoft office applications in particular excel spreadsheets.  
  • Recognise and understand the need for confidentiality |                                                         |
| **Personal Characteristics**      | • Calm and professional disposition  
  • Display initiative, self-motivation and enthusiasm  
  • Able to respond effectively to changing priorities |                                                         |