**Finance and Admin Support Officer**

**INFORMATION PACK**

**April 2025**

**Salary £30,000 per annum (pro rata)**

**25-30hrs per wk (flexible by agreement)**

**Hybrid working option available**

# **INFORMATION ENCLOSED**

1. Background re The Link Family and Community Centre
2. Job Description
3. Personnel Specification
4. Equal Opportunities Monitoring Form

*Please complete and return with your CV.*

To apply for this position, please forward a C.V. clearly outlining how you meet the essential and desirable criteria, by email: [info@thelinkcentre.org](mailto:info@thelinkcentre.org) before the closing date of: **Wednesday 16th April 2025 at noon.**

**OUR BACKGROUND**

**Our vision**

The Link’s vision is to see healthy and inclusive communities where everybody matters, lives are transformed, and everyone has the opportunity to flourish in their God-given potential.

**Our mission**

Motivated by our Christian faith, our mission is to love, serve, connect and empower individuals, families and communities. It is our genuine passion that our work demonstrates God’s love and compassion for people, shown in a very practical way with no strings attached!

**Our working environment**

We are passionate about our work and believe it is essential that we support our staff in every possible way. Alongside a competitive salary, we offer a range of benefits to our employees. We work hard to maintain an encouraging and supportive working environment that values teamwork. We celebrate birthdays and will try to be with you when times are tough.

**Our approach**

We regularly review our policies to ensure they reflect the changing lifestyle patterns of our staff with family or other commitments. We have equitable maternity and paternity schemes and offer flexible working arrangements within operational parameters.

**We offer:**

* A 6% pension contribution
* An Employee Healthcare scheme through Benenden Health
* Hybrid working arrangement
* 25 days annual leave plus 12 statutory days.
* Relevant staff training and development

**JOB DESCRIPTION**

**1. Title of Post:** Finance and Admin Support Officer

**2. Responsible To:** Director

**3. Responsible for:** Financial and administrative services

**4. Main Responsibilities:**

**Financial and Admin Management:**

* responsibility for day-to-day admin and finance matters
* maintenance and management of financial records
* preparation of orders, supplier and customer invoices and payments
* use of computerised accounting records and online banking

**Payroll:**

* processing salary and other payments for staff
* ensuring year end annual payroll, monthly and other returns to the Inland Revenue
* manage pension contributions and liaise with pension providers

**Funding:**

* assist with funding applications
* prepare statistical returns to funders
* submit grant funding claims

**Management Reporting:**

* assist with financial planning
* prepare annual budgets and analyse income against expenditure
* assist with the preparation of annual accounts
* ensure compliance with the Financial Procedures Manual

**Staff Management**

* support the Director with staff management
* maintain personnel records

**Building Management**

* assist with daily operation of The Link’s premises to ensure they are fit for purpose, eg planned maintenance, insurance, supplier contracts

**Please be advised that this list is not meant to be exhaustive and may be added to or amended as and when deemed necessary**

**Finance and Admin Support Officer**

**PERSONNEL SPECIFICATION**

This personnel specification outlines the essential and desirable skills required for the post.

**Shortlisting:** Applicants will be shortlisted on the basis of the Essential Criteria. If the panel decide, from the information contained in your CV, that you do not meet all the essential criteria, then you will not be short listed.

**Desirable Criteria:** Desirable criteria will be applied at short listing stage should the panel decide that too many applicants meet all the essential criteria.

**It is important that you provide sufficient detail of the desirable criteria you feel you meet.**

#### Interviews are planned for the week commencing 28th April 2025.

|  |  |  |
| --- | --- | --- |
| **CHARACTERISTIC** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | 5 GCSE Grade C or above to include Maths and English (or equivalent) | Working knowledge of accounting and payroll software |
| **Experience** | 1 years’ experience in an administrative role to include responsibility for financial administration | Experience of administration in the charity or community sector |
|  | Ability to understand and interpret financial information. |  |
| **Skills/Abilities** | Proficient in Microsoft Office packages including Excel | Experience of managing income & expenditure |
|  | Good communicator with inter-personal and organisational skills |  |
|  | Ability to communicate financial information |  |
|  | Work to a high level of accuracy |  |
|  | Ability to prioritise/meet deadlines |  |
|  | Ability to work on own initiative |  |
|  | Willing to work within the mission, vision and values of The Link |  |
| **General** | Available for occasional work outside normal office hours |  |

**Equal Opportunities Monitoring Reference Number FSO/25/**

NON-COMPLETION OF THIS FORM WILL RESULT IN YOUR

APPLICATION BEING REJECTED

This form is for statistical purposes only and will not be used for any other purpose. It will not be made available to those involved in the selection and recruitment process.

The Link is fully committed to equality of opportunity for all job applicants regardless of gender, age, disability, race, sexual orientation or religious belief. Applicants for posts are selected solely on the basis of merit.

To ensure that The Link’s Equal Opportunity Policy is effective, it is important that we collect information, for monitoring purposes, on the background of those applying for or taking up employment with the organisation.

To facilitate this process, you are requested to complete the following questionnaire by ticking the appropriate boxes.

1. **SEX:** Male 􀀀 Female 􀀀

2. **MARITAL STATUS:** Single 􀀀 Married 􀀀 Other 􀀀

3. **DISABLILTY:** ‘Disability’ is defined as *a physical or mental impairment which has a substantial and long-term effect on a person’s ability to carry out normal day-to-day activities, and which has lasted or is likely to last for more than 12 months*.

Do you consider that you have a disability? Yes 􀀀 No 􀀀

4. **RELIGIOUS AFFILIATION:**

I am a member of the Protestant Community 􀀀

I am a member of the Roman Catholic Community 􀀀

I am a member of neither the Protestant nor the Roman Catholic Community 􀀀

5. **RACE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White | 􀀀 | Black African origin | 􀀀 | Pakistani origin | 􀀀 |
|  |  |  |  |  |  |
| Black Caribbean origin | 􀀀 | Bangladeshi origin | 􀀀 | Mixed ethnic group | 􀀀 |
|  |  |  |  |  |  |
| Chinese origin | 􀀀 | Indian origin | 􀀀 | Irish Traveller Community | 􀀀 |
|  | | | | | |
| Other origin (please specify) | | | | | |