

JOB DESCRIPTION

Job Title:	Finance and Administration Manager
Accountable To:	CEO
Accountable For:	n/a
Working With:	Trustees External Accountant Auditors Landlord Insurance companies
Location:	Hammersmith, London
Hours:	Full time (35 hours)
Salary Range:	£40,000

Background

NASS is the leading registered charity dedicated to the needs of people with axial Spondyloarthritis including ankylosing spondylitis, an inflammatory arthritis affecting the spine and other joints. Our role is to provide information, support and resources for people with AS and their families; to campaign on their behalf for better health services; and to support research into the condition. NASS is a small team of 13 members of staff and around 90 volunteer-led branches throughout the UK that provide regular supervised physiotherapy and hydrotherapy sessions.

Purpose of role

To manage the organisation's financial accounts and financial transactions. To manage the administration function, including office management, day to day administration, IT, Health & Safety and fire safety.

Key tasks

1. Key point of contact internally and externally regarding accountancy and financial matters, office maintenance and H&S. This will include but is not limited to:
 - Liaising with our accountant and auditors when required
 - Communicating with new and existing team members regarding processes required for finance
 - Supporting staff to meet their project budgets
 - Support Fundraising Team in grant and fund applications
 - Liaising with Insurance broker regarding insurance issues and renewals.

2. To manage regular financial transactions including:
 - Processing purchase invoices and arranging payments
 - Invoicing of pharma companies and other partner organisations
 - Recording income from various sources
 - Ensuring all cheques and cash are deposited weekly and weekly banking sheets are maintained
 - Monitoring business credit card use and ensuring monthly reconciliation, maintaining petty cash record
 - Processing telephone direct debit and credit card payments when required and adding them to the database
 - Processing all financial information through Sage 50 Accounts
 - Managing and documenting Gift Aid declarations and ensuring regular GA claims are submitted to HMRC.

3. Monitoring and reporting of income and expenditure to ensure sustainability. This will include:
 - Producing monthly management accounts and other reports as required
 - Reconciling transactions and ledgers to ensure financial control
 - Cash flow reporting and forecasting.

4. Creating medium to long term financial projections to analyse and problem solve any challenges related to the financial health of the organisation:
 - Preparing and developing budgets and forecasts in collaboration with the CEO and budget holders
 - Making accurate projections to drive and shape the future success of the organisation
 - Developing financial reports to present back to key stakeholders in the organisation including our Board, funders, and management team.

5. Working with the Treasurer and Accountant to prepare the annual accounts including returns from all of our volunteer branches.

6. Submitting Annual Accounts and Report to Charity Commission and Office of Scottish Charities Register (OSCR) and making sure the charity details are always up to date.

7. Be an active member of the management team and be involved in the strategic development of the organisation.

8. To ensure that the office is well managed. This includes:
 - Arranging office H&S and other required checks
 - Organizing cleaning and repairs
 - Ensuring that telephony, office equipment and IT is fit for purpose.
 - Overseeing contracts and terms of contracts for GAS and Electric, telephone provider, IT support and other contracts related to office maintenance
 - Overseeing insurance cover and its renewal
 - Arranging recycling and shredding.

9. To act as fire warden and keep safety record up to date; ensure annual fire extinguisher checks and electrical testing.
10. To review Health and Safety measures and arrange workstation assessment for staff as required.
11. To act as database administrator.
12. Undertake training identified as necessary.
13. To undertake such other tasks as may reasonably be required.

PERSON SPECIFICATION

Job title Finance and Administration Manager

	Essential/Desirable Criteria
Education and training	
• A relevant accounting qualification	Essential
• GCSE English and maths or equivalent	Essential
• Knowledge of legal requirements for charities	Desirable
• Willingness to undertake training and continuing professional development	Essential
Experience	
• Strong experience of working in administration	Essential
• Office management	Desirable
• Experience of producing budgets, management accounts and annual accounts	Essential
• Experience of using accounting software and CRM systems	Essential
Personal attributes	
• Ability to communicate effectively with a wide variety of people	Essential
• Ability to work under pressure and on a variety of tasks	Essential
• Ability to work with a minimum of supervision and autonomy but have an awareness of when to share problems and seek advice	Essential
• Excellent time management skills	Essential
Other requirements	
• Willingness to work evenings as required	Essential

TERMS OF EMPLOYMENT

Contract	Fixed term - Maternity Cover
Probation	This appointment is subject to a 3-month probation period.
References	This appointment is subject to receipt of 2 satisfactory references, both from previous employers.
Criminal Records Bureau	Due to the nature of the duties that you will be expected to undertake, you will not be required to undertake a CRB check at this time. However, you will be asked to complete a criminal record disclosure.
Health and Safety	NASS is committed to providing a safe and healthy working environment.
Equal Opportunities	NASS is committed to equal opportunities. All procedures and activities comply with legislation and best practice as determined by our Equal Opportunities Policy and Diversity and Equality Policy.
Annual Leave	25 days leave per year, plus 3 additional non-transferrable days in between Christmas and New Year.
Training and Development	You will be encouraged to attend both in-house and external training and development activities to support you in your role. Financial support for external training may be available as appropriate.
Induction	NASS is committed to staff induction. This is an ongoing process from date of commencement in post.
Pension	NASS operates a Group Personal Pension Scheme and, makes an employer contribution of 10% of gross income.
Death in service scheme	Pays 3 times your annual salary to your loved ones if you die in service
Other	Travel expenses for journeys other than to the NASS office will be fully reimbursed.