

Dear Candidate,

4th January 2019

Finance & Administration Officer

My name is Clare Richards and I am the Chief Executive of The ClementJames Centre. We are looking for a high-calibre candidate to join our staff team as a Finance and Administration Officer with the aptitude and ability to learn on the job. This role will require you to maintain the day-to-day finances of two organisations and to work with the Receptionist and Development Officer on a broad range of administrative tasks. You will be responsible for working with the Chief Operations Officer to manage a £1.1m charity budget and will also have the opportunity to gain experience managing the finances and administration of a smaller organisation – the Parish of St Clement & St James.

The ClementJames Centre is an award-winning charity that provides programmes that address underachievement and social exclusion. We support over 2,900 children, young people and adults each year, most at risk of failing to meet their potential to go onto higher education or employment, due to disadvantage. We have four main programmes:

- **Employment Support** - Helping people to gain meaningful and sustainable employment. We offer tailored advice and support, mentoring and work skills activities.
- **Young People's Education** - Helping young people to learn, flourish and achieve their potential. We provide academic support, mentoring, intensive literacy & numeracy support and aspirational activities.
- **Adult Learning** - Supporting adults to improve their English, Maths and ICT skills. We offer a wide range of Functional Skills courses and intensive literacy & numeracy support.
- **Wellbeing & Support** - Empowering people to overcome barriers and challenges and to engage with their own wellbeing. We do this through the provision of Information, Advice and Guidance, and wellbeing support and activities.

The Parish of St Clement & St James covers an interesting and diverse area of Notting Hill and North Kensington. They have two churches, both with active youth and children's work and a parish primary school.

All of our programmes and services have expanded substantially over the past 5 years and at this exciting time, we are looking for a high-calibre candidate to join our team as a Finance and Administration Officer.

You will have exceptional written and verbal communication skills, be highly numerate and have the skills and aptitude to accurately maintain our computer-based finance records. You will have completed an undergraduate degree or have relevant experience, and will have excellent interpersonal, organisational and analytical skills, be able to demonstrate meticulous attention to detail and will be highly efficient. You will also have passion and enthusiasm for the mission of The ClementJames Centre.

The salary is £22,500 – £24,500 per annum depending on experience and training will be provided.

If you wish to apply, please email your application to jobs@clementjames.org by 9am on **Monday 21st January 2019**. If shortlisted, you will be invited to a selection day on **Wednesday 23rd January 2019**. This post ideally begins on **Monday 4th February 2019**. If you would like to find out further information about the charity or parish do look on our websites: www.clementjames.org and www.stclementjames.org.uk.

Yours sincerely,
Clare Richards MBE FRSA
Chief Executive

Job Description and Person Specification



Finance & Administration Officer

PLACE OF WORK	95 Sirdar Road, London W11 4EQ.
START DATE	4 th February 2019
SALARY	£22,500 – £24,500 per annum, depending on experience
HOURS OF WORK	37.5 hours, Monday to Friday. The usual working hours for this post are 9.00am - 5.30pm Monday to Friday. Some additional weekend & unsocial hours will be required. Time off in lieu will be awarded in accordance with our policy document.
HOLIDAY	In addition to bank holidays we offer 25 days' annual leave per annum, a generous pension scheme, travelcard loan, cycle to work scheme and a comprehensive training programme.
MANAGEMENT	This position will be line-managed by the charity's Chief Operations Officer and the parish priest.
KEY SKILLS	Excellent numerical and analytical skills, excellent written English, extremely efficient organisation skills, and excellent communication skills.
TRAINING	There is an initial training/induction period and on-going support.
APPLICATION	By application form only; CVs are not an acceptable alternative.
CLOSING DATE	9am, Monday 21st January 2019 . We suggest applicants submit in good time because late applications will not be considered.
SELECTION PROCESS	Wednesday 23rd January 2019

This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of his/her job. The ClementJames Centre is an evolving organisation and therefore changes to the employee's duties may be necessary from time to time.

Who are we looking for?

The applicant must:

- Be highly numerate with an interest in finance.
- Have an undergraduate degree OR relevant finance experience (paid or unpaid).
- Have achieved a grade C or higher in GCSE Maths and English (or equivalent).
- Take pride in being supremely efficient, very well organised and on top of tasks.
- Be someone who actively seeks solutions to problems.
- Be self-motivated with a positive attitude and able to work flexibly.
- Be able to analyse and summarise financial information clearly and accurately and have the ability to present information in a range of formats including written reports and spreadsheets.
- Have excellent interpersonal skills and be able to communicate effectively with a broad range of people – from users of our programmes to Trustees and funders.
- Be prepared to roll up their sleeves as part of a small team and undertake detailed tasks as well as having an eye for the broader needs of the charity.
- Be highly resourceful and able to learn very quickly.
- Have exceptional communication skills with the ability to write very high-quality copy in a range of different styles for different audiences and be an excellent proof-reader.
- Have excellent listening skills and be able to understand and assess information quickly.
- Be highly computer literate, conversant with Microsoft Word and Excel, and able to learn quickly how to use financial software such as Sage and Quickbooks Pro.
- Be able to work very effectively under pressure, meet tight deadlines, prioritise and pay excellent attention to detail.
- Be able to demonstrate flexibility and commitment to taking a full and active part in the life of The ClementJames Centre, adapting to and managing change.
- No specific experience necessary but an aspiration to pursue a career in finance is desirable. For the right candidate or for those who are already actively studying towards an accountancy qualification, we can provide you with financial support for your training and exams.

What will your main duties be?

- To maintain accurate financial computer-based records.
- To assist the Chief Operations Officer (COO) and treasurer in preparing the annual budget, annual accounts and management accounts for the charity and the parish.
- To take responsibility for the banking process, setting up payments for authorisation and accounting for cash transactions, and preparing monthly bank reconciliations.
- To act as the main point of contact for the charity's suppliers and to provide timely remittance advice.
- To support the COO in the production of memoranda for the charity's Investment Committee, where members monitor the Charity's investments.
- To provide executive administrative support to the Senior Management Team in relation to the general smooth running of the charity.
- To ensure all receipts are banked promptly and that all invoices are checked and paid promptly.
- To work with the COO and Vicar to produce financial forecasts.
- To work with the other administrative officer to ensure the smooth governance of the charity and church including: liaising with trustees and the parish council re meeting dates; preparing and speaking to financial reports; preparing papers for the boards; taking minutes and organising and administrating meetings.
- To maintain financial procedures in line with the charity's requirements and the requirements of the auditors.
- To liaise with our payroll contractor to ensure prompt payment of staff salaries, inland revenue payments and pension contributions.
- To work with the COO in proactively and creatively developing all information management systems to support a growing charity, including automating systems and simplifying procedures.
- To ensure that all annual returns are made to Companies House and the Charity Commission.
- To work with the Fundraising Team to ensure that donations are acknowledged and to keep records of Gift Aid payments and submit Gift Aid claims.
- To work with the other administrative officer to ensure the smooth running of reception and the offices, including greeting visitors and phone callers; projecting a warm and professional attitude; managing and referring queries and problem solving.
- To work with the other administrative officer, to assist the Vicar in the booking and administration of baptisms, weddings and funerals.
- To work with the other administrative officer, to process long and short-term bookings for the church and charity premises. To send invoices and ensure payment for rentals.
- To take ad-hoc projects from start to completion, producing project reports setting out background, potential solutions and the related cost implications, recommendations, and action points.
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

Induction, training and supervision



What support will you receive?

Our staff are supported from the moment they are appointed. If you are successful, you'll embark upon a programme of training and support from day one.

What will the training and induction programme involve?

The initial induction programme includes:

- A weekly review meeting for the first four weeks
- A handover from the existing member of staff
- Regular meetings with your line-managers
- An introduction to the charity, its values, its governance and its expansion strategy
- An introduction to the parish
- An introduction to how the main office works
- Specific training sessions relevant to your role
- There are also regular opportunities to take part in further professional development training, for example on communication skills or public speaking
- For the right candidate or for those who are already actively studying towards an accountancy qualification, we can provide you with financial support for your training and exams