



Job Description

Job title: Part time Finance and Office Assistant (8 hours per week)

Responsible to: Office Manager & Treasurer

Purpose and objectives: To coordinate the day to day running of the CBC finances and provide some general Admin cover.

1 Main responsibilities:

- 1.1 To work closely with the Office Manager/Treasurer or member of the Finance Team with managing the CBC finances.
- 1.2 Responsible for the accurate reconciliation of all financial transactions using Finance software 'ExpensePlus'
- 1.3 Ensure all payments are made on behalf of CBC, using dual authorisation BACS or card payments where permitted.
- 1.4 When possible, answer emails, deal with face to face enquiries, greet visitors planned and unplanned, triage booking enquiries, purchase consumables.

2 Associated Tasks:

- 2.1 Oversee the recording and claiming of Gift Aid
- 2.2 Liaise with the Office Manager in reconciling payments for room hire invoices
- 2.3 Produce finance reports and data, as required
- 2.4 In accordance with Data Protection legislation, file and archive documents and data
- 2.5 Regular import to ExpensePlus of CBC Bank accounts and DONA contactless payments
- 2.6 Where applicable, liaise with the Minister (CYF) in accurately recording CYF transactions
- 2.7 Assist the Treasurer with the preparation of some end of year data for the Independent Examiner
- 2.8 Support the Office Manager with general Admin tasks

Person Specification

Attributes	Essential	Desirable	Method of Assessment
Knowledge and skills	Sound mathematical skills.	GCSE maths or equivalent.	A I Q
	Good IT skills	Experience in using accounting software packages	I

Qualities and aptitudes	Strong communication skills		I R
	A calm, well organised approach to work.		I R
	Attention to detail	Previous experience in a finance role	I R
	Flexibility in approach to work and availability to work.		I R
	Able to self-motivate and prioritise workload.		I R
	A good record of reliability and punctuality.		I R
Other requirements	Willingness to submit to an enhanced disclosure DBS check.		A I
	Some knowledge of CBC mission and values		A I
	Willing to be a keyholder, trained on the alarm system.		I
	Available to generally work Thursday pm 12:30 - 4:30pm and Friday am 8:30am to 12:30pm.	Plus the opportunity for some additional hours to cover some holiday	A I

Method of assessment: A – application form, I – interview, R – references, Q - qualification