



Finance and IT Administrator

Job Description

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| Location | Okehampton, Devon |
| Work Base | A30 Business Centre, Higher Stockley Mead, Okehampton, EX20 1BG |
| Reporting to | Community Links Manager and Director |
| Hours | 10 hours per week, with flexibility about the days and times to be worked. More hours may become available depending on funding. |
| Salary | £28,041 FTE (£7,477.60 pro rata) £14.38 per hour |
| Start Date | To be agreed |
| End Date | 31 December 2026. This may be extended depending on funding. |

BACKGROUND

Community Links SW CIC is a positive, proactive organisation. We provide a variety of support services including one-to-one, family and groups, and the Okehampton Music Centre. This role will provide vital support for the whole organisation.

1. Job Purpose including Main Duties and Responsibilities:

Finance

- a) Day to day responsibility for all finance activities through Xero software including creating and paying invoices.
- b) Administering monthly payroll and expenses through Xero.
- c) Login to HMRC to record and reconcile Income tax and NI obligations. Register every year for EA on Xero.
- d) Manual Journals in Xero each month for salary adjustments to correct project codes.
- e) In Excel creating timesheets and annual leave sheets for the year for each member of staff
- f) Calculating salary adjustments including, sickness leave, maternity, pay rises, end of employment etc.
- g) Administering NEST pension submissions and payments and carry out the 3 yearly Pension re-enrolment.
- h) Creating and distributing monthly P&L's from Xero.
- i) Creating annual budgets and ad hoc budgets for individual funding bids.
- j) Monitoring working budget and liaising with managers.
- k) Provision of financial outcomes for funders.
- l) Creating quarterly Finance Reports for the Board.
- m) Reviewing contracts and making recommendations including accountant, IT, phones, photocopier.
- n) Liaising with the accountant to create end of year accounts.

IT

- a) Administrator for Community Links IT – currently Microsoft.
- b) Supporting colleagues use of IT phones etc.
- c) Purchasing and basic maintenance of phones, computers, laptops etc and arranging for external updates where necessary.

General

- a) Support the smooth day to day running of Community Links SW CIC.
- b) Devise and maintain effective administrative processes, systems and procedures for Community Links, including recording, filing and archiving.
- c) Carry out some day-to-day administration including answering the phone.
- d) Assist with the smooth operation and monitoring of a variety of projects.
- e) Assist with writing and updating relevant policies and working within all Community Links policies.
- f) Comply with all Health & Safety requirements.
- g) Comply with all safeguarding requirements.
- h) The post holder will work regularly with confidential data and will need to protect this in accordance with data protection requirements
- i) Maintain standards appropriate to the administration service requirements of Community Links.

2. Supervision:

- a) There are no direct line management or supervision responsibilities.

3. Creativity and Innovation:

- a) The postholder will need a sensitive and diplomatic approach to achieve an effective working balance among people who may have conflicting priorities.
- b) The post holder must be resourceful and capable of adapting processes and systems to support innovative and emerging practice.

4. Links with Staff, Service Users or Members of the Public:

- a) Promote effective working relationships with colleagues and partner organisations.
- b) Maintaining a sensitive approach when liaising with service users.

5. Levels of Responsibility:

- a) The postholders will be responsible for the smooth running of finance and IT for Community Links.
- b) The post holder will provide information and guidance within established frameworks.
- c) The postholder will make decisions both independently and in liaison with managers and directors based on their own understanding of problems, from within the range of choices covered by their scope of work.
- d) There will be a degree of independence and autonomy within Community Links guidelines, policies and statutory regulations.
- e) The postholder will be required to work with confidential data and will need to protect this in accordance with data protection requirements.

6. Effects of decisions:

- a) Decisions made will influence the quality and effectiveness of services.
- b) Decisions made will impact on the effectiveness of other team members.
- c) Decisions made will impact on project outcomes.

7. Resources:

- a) The post holder will be responsible for maintaining finance and IT equipment, for self and colleagues, in line with Community Links policies. E.g. office, admin and IT equipment.

8. Work demands:

- a) Work is subject to deadlines.
- b) Work patterns will be subject to interruption and change.
- c) This role requires a high level of organisation and the ability to respond to demands from a variety of sources.

9. Physical demands:

- a) Requires normal physical effort and reasonable adaptations will be made.

10. Working conditions:

- a) Standard office/working conditions apply.

11. Work context:

- a) Standard office/working conditions apply – minimal risk to personal safety.

12. Knowledge and skills:

- a) A high level of practical experience and skill level gained from several years' provision of financial and IT services.
- b) Proven experience of appropriate skill level to deliver the requirements of the role for finance and IT.
- c) The post holder must be able to work independently and as part of a team.
- d) The post holder must be capable of responding to the needs of colleagues and partners.

This document outlines the duties required for the post for the time being, to indicate the level of responsibility. It is not a comprehensive or exclusive list, and duties may be varied from time to time which do not change the general character of the job, or the level of responsibility entailed.

This Job Description is agreed by:

Employee:

Name: (Please Print)

Signature:.....

Date:.....

Line Manager:

Name: (Please Print).....

Signature:.....

Date:.....

Person Specification

| Attribute | Essential | Desirable |
|------------------------|--|---|
| Management | <ul style="list-style-type: none"> Report and account to line manager | |
| Experience | <ul style="list-style-type: none"> A high standard of practical experience and skill to fulfil the requirements of the role. | <ul style="list-style-type: none"> Experience of working in the Community and Voluntary Sector |
| Practical Skills | <ul style="list-style-type: none"> The ability to perform a variety of tasks and be responsive to the demands of a team with a variety of individual priorities. Knowledge of running IT hardware and software for a small organisation. Work flexibly and manage own time to best effect, prioritise and work to deadlines Deal with sensitive and personal issues in complete confidence displaying empathy and compassion Work as part of a team and use own initiative when required. | |
| Communication | <ul style="list-style-type: none"> Effective positive communication and interpersonal skills with a range of people - face to face, online and telephone Excellent writing skills Deal with difficult situations and/or individuals in a calm, fair and effective manner | |
| Personal Qualities | <ul style="list-style-type: none"> A professional attitude A positive cheerful attitude | |
| Knowledge | <ul style="list-style-type: none"> A broad knowledge and skill level gained from several years' finance and IT experience Knowledge of organisational accounts Including PAYE, invoicing, P&L, budgets and end of year. | <ul style="list-style-type: none"> Knowledge of contracts Working knowledge of GDPR Knowledge of Health and Safety at work. Understanding of current child protection and safeguarding legislation, policies and procedures |
| Technology / IT Skills | <ul style="list-style-type: none"> Proven knowledge and understanding of Xero Ability to be Microsoft system administrator for the organisation. | <ul style="list-style-type: none"> Knowledge and use of PowerPoint, Canva |

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| | <ul style="list-style-type: none"> • Good Microsoft Office skills – Outlook, Word, Excel | |
| Education and Qualifications | <ul style="list-style-type: none"> • GCSE Maths and English | <ul style="list-style-type: none"> • Educated to A 'level or equivalent • Qualification in Business and Administration |
| Equal Opportunities | <ul style="list-style-type: none"> • Demonstrate awareness and commitment to upholding equal opportunity policies | |
| Physical | <ul style="list-style-type: none"> • Able to carry out the duties of the post with reasonable adjustments | |

A satisfactory Disclosure and Barring Service check will be required for this post.