



Finance, Human Resources and Office Manager

Job Description

Managed by: Operations Director

Key responsibilities:

Finance

- Day to day handling of finance processes including invoicing, payments, credit management, finance data entry etc.
- Carrying out month-end tasks including bank reconciliations; preparation of working papers for management accounts and associated journal entries; ensuring that finance data is accurate and complete.
- Working with the shop and training teams to ensure that invoicing, bill payments and data entry are carried out in an accurate and timely manner.
- Managing supplier and customer accounts, maintaining good relationships, resolving queries and ensuring prompt payments in both directions.
- Supporting the Operations Director by providing management accounting reports and information as required for the Finance Sub-committee and the Trustee Board.

Office management

- Maintaining a register of all physical assets, including arranging equipment for issue to new team members and collection when they leave the organisation.
- Ordering office supplies and consumables as required.
- Liaising with suppliers to facilitate deliveries and to resolve account queries etc.
- Liaising with staff, suppliers and subcontractors to ensure a clean, orderly and functional office environment.
- Supporting the shop, Family Services and training teams by sourcing and purchasing supplies, consumables and equipment, working within ERIC's procurement policies.

HR support

- Supporting recruitment processes and ensuring that all relevant policies are up to date and regulations are followed.
- Supporting the SLT on other HR issues by providing independent record-keeping for sensitive HR processes including appraisals, absence management, grievances and dismissals, etc.
- Ensuring that the Citrus HR system is kept up to date and that its functions and capabilities are fully utilised.
- Administering ERIC's internal programme of statutory training.
- Carrying out the administrative tasks associated with the appraisals process.

Volunteer and Trustee recruitment

- Responding to all volunteer and Trustee requests
- Liaising with departments to identify volunteer roles
- Interview volunteers
- Reference, DBS and right to work checks
- Issue volunteer agreements
- Conduct volunteer induction
- Ensure H&S training is complete
- Ensure the Trustee records are kept up to date

Person specification

Essential

- Finance or bookkeeping qualification eg AAT, or equivalent via demonstrable experience
- Excellent knowledge of Quickbooks or similar finance system
- Familiarity with HR processes and legislation
- Excellent communication and interpersonal skills, both oral and written which can be applied to different audiences.
- Self-motivated with a positive, can-do attitude and the ability to work independently using own initiative.
- Excellent organisation and team building skills.
- Uses a collaborative approach to get things done

Desirable

- Knowledge of safeguarding practice, procedures and legislation.
- Empathy with and enthusiasm for ERIC's cause.