

Purpose: To support the financial and administrative functions of Hot Chocolate Trust.

Duties will include:

Finance administration

General tasks:

- All aspects of book keeping and accounting using appropriate accounting software
- Bank and cash reconciliations
- Administering all aspects of the Gift Aid scheme including claiming tax rebates on Gift Aid donations
- Ensuring bills are paid and income banked timeously
- Administering the petty cash system

Grant management tasks:

- Ensuring acknowledgements are sent to all funders, satisfying initial conditions of funding
- Updating records of funding received and timetable of information and reporting required
- Maintaining filing system of funding papers: live, archived, and unsuccessful
- Ensuring appropriate measures are taken to publicly recognise the support of funders, according to their requests, including coordinating photos and quotations supplied from HCT

General administration

To provide diligent and timely office administration with responsibilities including:

- Providing administrative support for external communications including issuing mailings and organising events
- Liaising with staff and volunteers on booking appropriate training, including bringing suitable training opportunities to the attention of line managers/volunteer manager
- Booking rooms, logistics and transport as required to enable delivery of HCT programme including training events, Board meetings etc
- Reception duties, answering the door, phone, and welcoming visitors; and receiving and appropriately distributing emails and post
- Sourcing, pricing, purchasing resources
- Office management (including storage, filing, archiving, managing first aid supplies)
- Coordinating volunteer cooks (recruiting, communicating, reimbursing, supporting, managing rota, meeting dietary requirements)
- Weekly fire alarm testing
- IT tasks including webmail oversight, organizing computer repairs and supplies, printer maintenance
- Welcoming and supervising young people and offering computing support to young people in the office space
- Ensuring the smooth running of administrative and operational systems as agreed

PVG Administration

- Maintaining a register of all PVG disclosures sought and obtained, including a renewals schedule
- Ensuring appropriate storage and disposal of PVG disclosure statements
- Maintaining stocks of necessary forms and guidance papers to support prompt PVG applications
- Coordinating the paperwork and applications process for new team members

Youth work logistics

To provide administrative and logistical support to youth work programmes including:

- Filing and consent forms for trips, residentials, Exodus etc
- Sourcing and organizing minibuses and drivers
- Fact-finding and booking trips etc
- Updating the “Book of faces”
- Managing lost property
- Database duties (inputting, updating and “tidying”)

Other duties

Fully participate in team meetings, including Download, Devos, Team Away Days and residentials.

Other reasonable tasks as required.

Administrator/Book-keeper Person Specification

Professional Qualification	Essential	Desirable
Training or qualifications relating to book-keeping and financial administration		✓
Training or qualifications relating to general administration or which evidence the specifications below		✓

Job Experience	Essential	Desirable
Experience of financial administration and book-keeping	✓	
Experience of working in office administration in a busy environment	✓	
Experience of creating a welcoming and positive environment for diverse people		✓
Experience of working in a youth work or values-based, socially purposed context		✓

Knowledge	Essential	Desirable
Good understanding of Sage book-keeping software		✓
Good understanding of basic office and ICT software (e.g. Outlook, Word, Excel)	✓	
Good understanding of basic office and ICT hardware & systems (e.g. laptop set-up, webmail, networks, printers, website)		✓

Skills	Essential	Desirable
Strong interpersonal and written communication skills	✓	
Strong organizational, planning & self-management skills	✓	
Ability to handle confidential information appropriately	✓	

Qualities/attributes	Essential	Desirable
Able to work unsupervised and with integrity, initiative, enthusiasm, and adaptability	✓	
Careful, reliable, and able to follow a task through to completion	✓	
A warm and friendly manner, able to put people at ease.	✓	
Commitment to supportive, collaborative team working	✓	
A passion for the values and approaches of Hot Chocolate Trust	✓	
Commitment to good practice and policy in youth work e.g. child protection, health and safety etc	✓	
A sympathy with the Christian ethos and approach of Hot Chocolate Trust	✓	

Remuneration and terms:

The post is part-time (30 hours per week) and the contract will be for a fixed term until 31/10/19. There may be renewal subject to available funding. The salary will be in the range £20,392 – 22,644 pro rata, according to experience and qualifications.

Hot Chocolate Trust is subject to pensions automatic enrolment legislation and pays pension contributions of 10% of salary while employees pay 3.75% of salary which is subject to tax relief.

The post will be offered subject to enhanced disclosure through the Protecting Vulnerable Groups (PVG) scheme.

Your pattern of hours will be negotiable but will include Tuesday and Wednesday lunchtimes, and a preference to spread the hours across the week (Monday-Friday).