**Job Description: Finance and Administrative Assistant**

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| **Location: RETAS office, 233-237 Roundhay Road, Leeds LS8 4HS****Salary: £20,138 per year, pro rata****Hours: 14 hours a week****Responsible to: Chief Executive** |
| RETAS's vision is for every refugee and asylum seeker in West Yorkshire to integrate socially, culturally and economically. We focus on activities which support the integration needs of newly arrived asylum seekers; enable refugees to transition better when leaving the asylum system; and support the resettlement of refugees in Leeds and West Yorkshire. We aim to improve the confidence, employability and wellbeing of clients enabling positive community engagement and successful integration. Staff and volunteers are committed to promoting the aims and values of RETAS, and to developing partnerships with agencies and third sector organisations who share our values.  |
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| **Job Purpose**  |
|  | To provide RETAS with book keeping, information management and support to the Chief Executive. |
| **Duties and responsibilities** |
| **Finance**  |  |
|  | 1. Book keeping using spreadsheets: Issuing cheques, invoices, data and filing management of financial records, processing expenses, bank reconciliation.
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|  | 1. Banking
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|  | 1. Payroll & Pension payment support/coordination – coordinate pension payment and contributions
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|  | 1. Petty cash
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|  | 1. Maintain a list of potential/actual funders, and log which applications have been made, to whom, when and the paperwork/requirements of any successful bids
2. Monitor expenditure by project to ensure funders’/bid requirements are met
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|  | 1. Assist Chief Executive in liaison with external bodies including accountants/financial service providers/grant funders
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|  | 1. Assist with preparation of RETAS’ budget, management accounts and cash flow statements
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|  | 1. Reviewing management information monthly, with the Chief Executive, to monitor costs against budgets
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|  | 1. Support Chief Executive with Budgets for Funding applications
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|  | 1. Deposit all income and acknowledge donations
2. Work with the Chief Executive and Treasurer to create budgets, financial plans and forecasts, and provide regular reporting on financial performance for the trustees
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| **Personal Assistant** |
|  | 1. As a personal assistant (PA) you will work closely with the Chief Executive to provide administrative support, usually on a one-to-one basis. You will help him to make the best use of his time by dealing with secretarial and administrative tasks. For example this may include activities such as:
	1. Sending and monitoring emails and other correspondence
	2. Arranging meetings
	3. Preparation of paperwork for interviews, presentations and funding applications
	4. Supporting with recruitment, pursuing references and other recruitment related administration.
	5. Assist Chief Executive with maintenance of a database of volunteers, clients, members, supporters, and other agencies
	6. Lead on purchasing and procurement of services - including managing relationships with IT, stationery, office equipment and ensuring that we get best value for money contracts
	7. Health and safety – ensuring cyclical office inspections e.g. fire alarms etc and VDU checks are timely and within legal requirements
	8. Archiving and maintaining a tidy, organised office working area.
	9. Ordering stationery and stock management, events planning.
	10. Ensuring Data protection obligations are met and documents securely filed
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| **Communications**  |
|  | 1. Information: maintain up to date email and postal address lists, and reference materials.
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|  | 1. Assist with maintenance of and update website
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|  | 1. Correspondence: distribute incoming and outgoing post, including newsletter mailing.
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| **Customer services**  |
|  | 1. Respond to telephone enquiries, signposting where necessary
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|  | 1. As part of the office team, assist with general administrative duties including answering incoming phone calls, hosting visitors, supporting volunteers etc.
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|  | 1. Participate in staff meetings and related events and generally contribute to the effectiveness of the organisation.
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|  | 1. Participate in individual supervision, training and appraisal as agreed with the Line Manager
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|  | 1. Contribute to the development and review of RETAS.
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|  | 1. Work in accordance with the vision, mission and values of RETAS and observe policies, procedures and working practices set out by the Board of Trustees.
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|  | 1. Carry out any other responsibilities that reasonably fall within the scope of the post-holder and assist with any reasonable duty at the request of the Director.
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**Person Specification: Finance and Administrative Officer**

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| **EXPERIENCE** |  | **ESSENTIAL** | **DESIRABLE** |
|  | Working in a finance related post | X |  |
|  | Working in a charitable/ voluntary organisation |  | X |
|  | Management responsibility | X |  |
|  | Working with refugees |  | X |
|  | Work in a small team |  | X |
| **KNOWLEDGE & SKILLS** |  |  |  |
|  | Direct working knowledge of bookkeeping and financial systems |  | X |
|  | Management and preparation of budgets |  | X |
|  | High level of IT literacy | X |  |
|  | Competency with Microsoft packages (Excel; Word & Database) | X |  |
|  | Health & Safety requirements |  | X |
|  | High level of literacy & Numeracy | X |  |
|  | Organisation and communication skills | X |  |
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| **PERSONAL QUALITIES** |  |  |  |
|  | Organised | X |  |
|  | Self-motivating | X |  |
|  | Resilient | X |  |
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In the space below, please detail the evidence to show how you meet the Essential and Desirable Requirements of the role.