

**BLACKBURN WITH DARWEN COUNCIL FOR VOLUNTARY SERVICE**

**JOB DESCRIPTION**

**JOB TITLE:**  Project Financial Administration Officer

**SALARY:** £17,723.51 per annum (30hrs a week).

(Full-time equivalent - £21,859 - 37 hours per week)

**RESPONSIBLE/REPORTING TO:** Governance and Compliance Manager

**SUMMARY OF POST**  To provide assistance to the Governance and Compliance Manager to ensure financial records are compliant, data is accurately recorded on the Quickbooks accountancy software and assist in preparing and submitting reports to funders.

To provide additional financial administration support to all service areas if and when required.

## SPECIFIC DUTIES AND RESPONSIBILITIES

1. To assist with the development, data inputting and book-keeping using Quickbooks accountancy software.
2. To record financial transactions and assist with the management of the petty cash system.
3. To quality check financial data and evidence provided by delivery partners and ensure the data and evidence of defrayal is compliant with the requirements of funders.
4. To assist the Governance and Compliance Manager and other staff to set up and maintain financial systems for project monitoring, reporting and evaluation.
5. To proactively contact beneficiaries, volunteers, staff, partner organisations and suppliers with regards to requests for financial information to support claims.
6. To help with the maintenance and support of all CVS information management systems, including databases as required, ensuring accurate data input, data management and reporting.
7. To maintain a high quality of administration service for all CVS staff and maintain a high level of customer care by providing an efficient and effective telephone, e-mail and reception service for enquiries in person. To provide reception cover in the absence of relevant members of staff and volunteers.
8. To support the development and maintenance of all project administration, filing and record keeping systems under the direction of the Governance and Compliance Manager and CVS Managers.
9. To assist with collating and circulating paperwork in advance of project meetings when requested.
10. To prioritise work on financial administration tasks in order to adhere to timetables and deadlines set up funding partners.
11. To undertake general duties such as photocopying, preparing mailings, managing incoming and outgoing post, e-mail distributions
12. To assist in room bookings, supporting training and events, distributing promotional materials, taking advance bookings, collating and circulating materials, providing a reception service for the training session or event, and when requested.
13. To support colleagues in marketing, communications and promotional activities across CVS.
14. Any other tasks appropriate to the post

## MANAGEMENT

The staff of CVS are ultimately responsible to the Executive Committee which is made up of elected representatives from the CVS membership. Day to day management responsibilities are delegated to the Chief Executive and the management team. This post will be line managed by the Governance and Compliance Manager.

## CONDITIONS

This is a 0.81 FTE role - which equates to 30 hours per week. The salary is £17,723.51 per annum (30hrs a week). (Full-time equivalent £21,859 for 37 hours per week).

Holiday entitlement for a full time member of staff are 22 days plus 8 statutory days and the days between Christmas and New Year (increasing to 27 days after 5 years service). Holidays are pro rata depending on the number of hours worked.

**POLICIES AND PROCEDURES**

You are required to make yourself aware of, understand and act on, your obligations to yourself, to work colleagues, to CVS, to our customers and other stakeholders. These obligations are contained in the Employee Handbook and supporting handbooks, which are available on the CVS Intranet. Staff must pay particular attention to the Equality and Diversity Policy, Customer Care Policy, Confidentiality and Data protection, IT Policy, and, Health and Safety Policy and adhere to all CVS policies and procedures at all times.

**INFORMATION GOVERNANCE**

All staff have a personal responsibility to ensure that person identifiable, confidential or sensitive information is processed in line with the Data Protection Act and should comply with the law, organisational polices and best practice when processing information.

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| Area of Lead Responsibility: | Project Finances |
| Start Date: | 01st October 2020 |
| End Date: | 30th September 2023 |
| Name: |  |
| Signature: |  |
| Date: |  |

This post is part funded by the European Union’s European Social Fund.

The post is dependent on securing the European Social Fund grant and the start date will correspond with the project start date contained within the grant funding agreement or a start date after the project start date.

**This post is funded by external projects and will be funded by the European Structural and Investment Funds for the 01st July 2020 to 31st 30th September 2023 period to work on the Strengthening Communities Passport to Health and Employment project otherwise known as ‘Action for Jobs’.**