## Role information

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| Job Title: | Finance Assistant/Bookkeeper | Travel Required: | Between BCWA sites across the Black Country and Birmingham as required |
| Location: | Sandwell  | Position Type: | Part time  |
| Service area: | Corporate Services | Level/Salary Range: | £10.24 - £12.77 |
| Responsible to: | Head of Strategic Finance  | Working Hours | Negotiable (minimum 7.5hrs up to 15) hours can be split across working days |
| Special Conditions |
| Mileage allowance if travel is undertaken as part of the role |
| Job Brief |
| Black Country Women’s Aid (BCWA) is a progressive charity that is specialised in supporting victims of abuse working with an extensive range of partners.BCWA services span across all of the Black Country including areas Sandwell, Dudley, Wolverhampton and Walsall. BCWA also has an office based in Birmingham for limited services.BCWA services are funded through a range contracted and commissioning arrangements as well as through the generosity of donors and businesses who wish to contribute to supporting victims of abuse.Each service is led by a Head of Service. BCWA’s financial responsibilities are overseen by the Head of Strategic Finance who manages a team of finance assistants/accountants. The team is located within the corporate team along with all the company development, governance and accountability responsibilities. The finance team administers and manages all the contracts/commissions and financial transactions the plays a significant role in the success of BCWA. Attention to detail and confidentiality are vital within the corporate team.This is a challenging role that requires good organizational skills, efficient use of time, accuracy, attention to detail an ability to work within agreed timescales. This is coupled with excellent interpersonal skills and efficient and organised administration.  The work in summary includes* Administration of invoices using QuickBooks this includes posting and allocating payments to the correct budgets.
* Administering any cash received and posting and allocating to the correct budget.
* Administering petty cash and balancing the account
* Preparing salary journals in preparation for pay.
* Preparing the financial payments for the modern slavery service in line with the agreed standards of payment on a weekly basis.
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| **Working for BCWA** |
| BCWA Values | This role will be an ambassador for BCWA promoting the values of the organisation and all it stands for.The (position) must possess the leadership, skills and commitment to challenge abuse and violence within our society acknowledging that victims are faced with many barriers to living free from violence and abuse. Victims of violence are at the heart of everything we do.   BCWA listens, supports and cares  |
| Commitment to safeguarding  | Black Country Women’s Aid is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |

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| **Meeting the Strategic Objectives of Black Country Women’s Aid** |
| 1  | To be responsible for delivery and implementation of professional services that incorporate supportive and preventative strategies to equip service users/ victims/ survivors to keep them safe and free from abuse |
| 2 | To be compliant with GDPR procedures and principles |
| 3 | To be an active participant of the organisational strategic plan as requested sharing ideas and thoughts to improve the victims experience and journey of recovery  |
| 4 | To represent the organisation positively and professionally |
| 5 | To contribute to the development of a culture and systems that promote equality and value diversity; |
| 6 | To work within the aims and objectives Black Country Women’s Aid. |

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| **Governance**  |
| 1  | Reporting to the Head of Strategic Finance as required and producing regular reports in accordance with an agreed schedule and performance requirementsAttendance at relevant meetings |
| 2 | Assistance in preparing reports  |
| 3 | To ensure effective communication across all services to update and inform about the service work and ensure that the Head of Service is informed at all times of any issues that affect the effective delivery services within this service. |
| 4 | To ensure implementation and compliance of BCWA policies and procedures  |

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| **Principle Duties** |
| 1 | To Input purchase invoices to QuickBooks and allocate payments in a timely and accurate manner as required |
| 2  | To Input sales invoices and allocate cash received accurately on to quickbooks |
| 3 | To check and input Petty Cash receipts on a monthly basis? Any discrepancies will need to be raised with the Head of Strategic Finance. |
| 4 | Monthly wages journals  |
| 5 | To help provide subsistence payments for Modern Day Slavery Service clients on a weekly basis. This will include ensuring the correct payments are being made and that all records are kept up to date. |
| 6 | Where requested assist in the audit and quality assessment to ensure quality of service  |
| 7 | To be responsible for taking calls into BCWA Finance Team and field as appropriate |
| 8 | To build relationships with stakeholders and ensure appropriate sharing of information in accordance with BCWA policies and procedures.  |
| 9 | To be a proactive enthusiastic member of the team contributing to the requirements of the contract and related targets and commitments (funders/ commissioned services). |
| 10 | Ensuring that the overall quality of service is working within agreed standards  |
| 11 | Ensuring that your practice meet health and safety standards in accordance with BCWA policy and procedures when working at different sites including non BCWA sites and use of relevant equipment |
| 12 | To remain up to date and compliant with local and regional operational protocols and national legislation and emerging evidence. |

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| **General Duties** |
| 1  | To ensure that all work is compliant with BCWA GDPR and Information Security policy and procedures. |
| 2 | To be fully compliant and remain up to date with BCWA’s policies and uphold standards of best practice. To remain up to date and compliant with local and regional operational protocols and national legislation and emerging evidence. |
| 3 | To develop, maintain and represent positive, collaborative working relationships with all BCWA staff, being committed as part of the team to providing a high level of support to victims and survivors. |
| 4 | To attend all meetings or training as required, attend monthly supervision sessions, and appraisals.  |
| 5 | To participate in BCWA performance management processes providing robust outcomes and evaluation reports on progress within the role. To participate in target setting within the role and work to established targets.  |

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| **Safeguarding responsibilities (the individual’s responsibility for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with** |
| 1  | \*\*All posts are subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975.  It will be necessary for an enhanced disclosure to be made to the Criminal Records Bureau for details of any previous criminal convictions. |
| 2 | You are responsible to ensure children and young people you work with are safeguarded, this includes following BCWA safeguarding policies and procedures and feeding any concerns into your line manager or designated safeguarding lead  |

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| **Important information**  |
| 1  | This job description will be subject to review as part of the annual appraisal process. The post holder will be expected to be flexible in her development of the post and will participate fully in all discussions about the nature of her work and the tasks involved. |
| 2 | Black Country Women’s Aid is committed to safeguarding and promoting then welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment. |
| 3 | Any other duties which the Executive Director may feel necessary from time to time |
| 4 | Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies. The post holder must be female in accordance with the Sex Discrimination Act 1975 Part 7 (2) (e) |

# Person Specification

Person Specification

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| **Qualifications and Experience: You are required to:**  |
| 1 | GCSEs English and Mathematics – Grade C or above |
| 2 | Experiencing of working within a finance department following procedures and legal frameworks |
| 3 | Experience of working in a professional environment  |
| 4 | Experience of analysing and monitoring large amounts of data |
| 5 | Experience of working within a formal contracting environment delivering/achieving against a specification and performance targets |
| 6 | Experience of working/liaising with all stakeholders over the phone and using other forms of communication including use of emails, written correspondence |
| 7 | Experience of using financial packages such as QuickBooks |
| 8 | Experience of using IT as part of day to day functions including databases, excel and other programmes including using analysing and monitoring data  |
| 9 | Experience of accuracy, data inputting and maintaining systems/records up to date |

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| **Knowledge: You are required to:**  |
| 1 | Have an understanding of the financial requirements places on chairites |
| 2 | Have an understanding of relevant legislation, government policy and good practice requirements |
| 4 | Have knowledge of Health and Safety, GDPR compliance and management  |

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| **Skills/ and abilities: You are required to have :**  |
| 1 | Excellent communication skills with the ability to communicate effectively• with statutory, voluntary and other stakeholders• contractors and other service providers• other employees• verbally and in writing |
| 2 | Ability to be calm and resilient whilst under pressure and to remain optimistic and persistent |
| 3 | Ability to work independently and within a team manage the daily throughput, meet targets and deadlines, problem-solve and respond to unplanned demands  |
|  | Ability to meet deadlines and work to targets as the information has to be processed and actioned within very short time scales |
| 7 | A broad base of basic administrative skills including; Word, PowerPoint, Excel and using databases |
| 8 | Ability to work in a multi-agency way, communicating effectively with other agencies through telephone, face to face and written reports.  |
| 9 | Maintaining professional boundaries and knowing when to seek management guidance and support when required. Self-care is vital. |

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| **Character and Personal qualities: You will be required to:**  |
| 1 | A feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people’s lives |
| 2 | Confident, assertive, positive individual committed to helping people achieve their potential and representing everything that Black Country Women’s Aid standards for  |
| 3 | Show initiative and be proactive when managing your work load and interacting with your clients and agencies you’re working with. |
| 4 | Non-judgmental, non-directive and anti-discriminatory approach to empowering women |
| 5 | High level of self-motivation and integrity and an ability to think creatively with a ‘can-do’ attitude that can inspire others |
| 6 | Confident to challenge practice in a constructive and solution focused way and where necessary take formal action |
| 7 | Highly organized and efficient and able to manage time/tasks effectively and respond to immediate pressures |

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| **Other Requirements: You will be required to:**  |
| 1 | Have a current driving license and access to a vehicle |
| 2 | Able to work at evenings and weekends occasionally when required |
| 3 | Be eligible to work in the UK |

# Version control and Sign off

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| Job Description produced by:  |  | Date Produced |  |
| Job Description reviewed by: |  | Date reviewed  |  |
| Job Description approved by: |  | Date Approved  |  |