

## **Finance and Operations Coordinator**

### **Upbeat Communities**

**HOURS:** 22.5 hours per week (over 3 or 4 days)

**SALARY:** £20 - 22 K pro rata depending on experience

**CONTRACT:** Permanent (with 3 month probation)

**An exciting opportunity to join this growing charity, working with some of the most vulnerable refugees and migrants arriving in the UK. Upbeat Communities is a Christian charity founded in 2005, with a vision to “help strangers become neighbours”.**

This is achieved by focusing activities on three key areas:  
Welcome, Empowerment and Awareness Raising.

The services we deliver include welcome support for new arrivals, language classes through our Derby Language School social enterprise, health and well being activities, enterprise and employment training, awareness raising training and events. We play a significant role building cohesion in the City and are at the start of delivering a four year project with the British Red Cross. In addition our profile and operations and are expanding with the franchising of our Welcome projects across the UK.

**We are at a strategic point in our organisational development and are seeking a Finance and Operations Coordinator to join us, working closely with the CEO and programme delivery team.**

We want someone who can manage, maintain and then improve the performance, productivity and efficiency of our internal operations. They will be someone with strong financial management and administration skills.

We want this person to enjoy being a key player in a growing, dynamic team, committed to helping us shape the future of our charity to make a difference to many peoples lives.

The successful candidate will have a positive attitude and love enabling our team to deliver the best possible service to our participants. The candidate will be supportive of our Christian values, ethos and practice as outlined in the Faithworks Charter.

<http://www.upbeatcommunities.org/about-us/>

#### Key Responsibilities

##### **Finance**

- Oversee all payments and cash management

- Track incoming resources including grants, donations and earned income
- Maintain accurate financial records and generate management accounts
- Provide information to accountant required for preparation of statutory accounts.
- Assist finance sub-committee and CEO in annual budget creation and on-going budget control

### **Administration and Information Management**

- Handle first line enquiries, maintaining good relationships at all times with our funders, donors and service users
- Manage stakeholder databases including funders, donors and service users.
- Manage and protect our information using Office 365
- Perform administration and support for IT and communication systems
- Consolidate monitoring data from programme leaders for monthly dashboard
- Assist CEO/ Fundraiser with generating reports for funders.
- Ensure data protection systems are adhered to.
- Co-ordinate use of premises and manage purchasing, leases/ bookings.

### **Human Resources Support**

- Support recruitment processes for new staff and volunteers, undertake DBS checks where required
- Maintain accurate records of staff entitlements e.g. annual leave, staff training and statutory checks (e.g. Child Protection)

### **Other**

- Assist with communications, events and activities.

## **Person Specification:**

### **Experience**

- Proven administrative ability in a business or charity setting
- Strong financial awareness, with a track record of maintaining budgets and financial management.
- Proven ability to develop and maintain databases and information systems.
- Experience of supporting IT systems and HR recording
- Experience of office/ resource management

### **Skills**

- Outstanding administrative skills, well organised and reliable
- Ability to communicate effectively in person, in writing and over the

- telephone with individuals and a wide variety of organisations
- Excellent planning and organisational skills with the ability to prioritise competing tasks and manage own workload
- Good understanding of IT systems (Office 365, Microsoft Office and databases).
- A team player with a helpful serving attitude and a positive disposition

### **Other**

- Committed to the support and wellbeing of refugees
- Committed to working in accordance with Upbeats Christian ethos and values
- You must have a visa that allows you to work in the UK to apply for this job

**To apply please send a copy of your CV and a covering letter to [karina@upbeatcommunities.org](mailto:karina@upbeatcommunities.org) explaining how your skills and experience match the tasks outlined and why you would like to work for Upbeat Communities.**

Closing date Monday 5<sup>th</sup> September.

As part of the recruitment and selection process Upbeat Communities will take up two references.