



## **Role Statement: Finance and Operations Administrator**

### **Purpose of the Role:**

The Finance and Operations Administrator will provide financial and general administrative support to the management and operational functions of PiC. The role will have a particular focus on the Finance and People functions and will give the opportunity to develop and learn about all operational aspects of Partners in Change.

### **Responsibilities:**

#### **Support to the Finance function:**

- **Accounting (book-keeping) and financial management:-** maintaining operational trackers of time and expenses to support reconciliation of invoicing. Processing and reporting of month-end finances including payments to employees and associates and supporting summary financial reporting to the Directors
- **Accounts processing (in QuickBooks):** - inputting of financial data; invoicing of clients; maintaining the QuickBooks account categorisation log; month reconciliation between QuickBooks and the bank account; VAT returns and payments

#### **Support to People Operations function:**

- Recruitment and selection campaigns- processing candidate applications, arranging interviews
- Co-ordinating the Onboarding and Induction of new starters and managing the leavers process
- Supporting the Corporate Social Responsibility activities- financial and reporting
- Managing people information and data - employees, associates and the PiC community
- Supporting the organisation of team events and internal communications
- Compliance monitoring and reporting

**General administration activities** - including filing and support for evolving requirements of the management and consultant team

### **Key Internal relationships:**

- Operations Manager
- Supply Chain Manager
- Directors
- Management team

### **Skills and experience**

- Experience of dealing with financial information and processes, an understanding of accounting principles, and knowledge of accounting and budgeting processes
- Demonstrable experience of QuickBooks
- Excellent IT skills, with good background and knowledge of MS Office especially Excel and Outlook.
- Excellent communication skills (oral and written), demonstrating an ability to deal with a wide range of stakeholders.
- Excellent organisational skills and the ability to prioritise a variety of work activities in a busy environment and to meet strict deadlines.
- A demonstrably high level of accuracy and attention to detail.
- Demonstrable analytical and problem-solving skills, with the ability to identify and resolve issues effectively.

### **Style:**

- Able to work under own initiative with minimal supervision but knows when to ask for guidance.
- Enthusiasm – for the role and for PiC's ambition and direction.
- A willingness to learn as the role develops.
- Flexibility and responsiveness to the business and customer needs.
- Resilience and remaining calm under pressure.



- A driving license to be able to travel to meet line managers in the north-west area e.g. Northwich and Southport and to support national team events as required

#### **Benefits and rewards**

- Salary in the region of £23K - £25K dependant on experience
- Pension contribution of 3%
- Private Healthcare
- 25 days paid holiday per year
- 35-hour week - working flexibly (opportunity for part-time to be considered on request)
- Home based with some travel as shown above