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| **Job Description** |

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| **Job Title:** | Finance and Administration Support Officer (CYPF Consortium) |
| **Salary:** | £25,610 - £26,256 (FTE) |
| **Hours of work:** | 22.5 hours per week (requests for flexible working patterns and/or job shares will be considered) |
| **Responsible to:** | Director of Services (Infrastructure) |
| **Responsible for:** | Nil staff |
| Job Purpose:1. To provide effective administrative support to the organisation, including the meetings and membership of the CYPF Consortium.
2. To provide financial administration to the CYPF Consortium, including financial accounting and reporting, banking and contribution to funding bids.
3. To contribute to the governance of the CYPF Consortium, including compliance with professional and regulatory bodies such as ICO, Companies House and the Charity Commission.
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| **Main Duties and Responsibilities**1. To maintain accurate records of all CYPF Consortium financial transactions, ensuring these are entered on to the accounting software, are processed in accordance with policy and procedure and that bank statements are reconciled monthly.
2. To collate and provide financial information as requested by the Board of Trustees and to prepare accounts for independent inspection by the appointed accountant.
3. To provide administrative support in collating and reporting on financial information from Consortium members involved in projects that the Consortium leads on.
4. To provide administrative support in preparing annual and project related budgets and reporting updates to the Board on income and expenditure.

**Administration:**1. To organise Board and CYPF Consortium meetings or other events as required by the Strategic Co-Ordinator or Board of Trustees, including issuing invitations, greeting visitors, dealing with enquiries and setting up rooms for meetings.
2. To provide administrative support for the Board of Trustees and CYPF Consortium meetings by preparing and collating papers and agendas; taking, transcribing and distributing minutes; and preparing reports as necessary.
3. To contribute to the governance of the Consortium. For example, renewing ICO registration, supporting PQQ processes and the sourcing of appropriate insurance and independent examiners for the Consortium.
4. To maintain up to date records for the CYPF such as the members’ database, contact lists, bank mandate and other relevant registers as required.
5. To work with the Strategic Co-ordinator in processing Consortium membership and trustee applications and contributing to ensuring a positive onboarding and membership experience for CYPF Consortium and Board members.
6. To prepare and distribute a weekly newsletter of relevant opportunities to member organisations and ensure that communication with Consortium members is delivered in a professional, courteous and responsive manner.

**Other:**1. To identify personal development and training requirements in order to maintain and improve professional knowledge and competence. To undertake mandatory training where appropriate.
2. To undertake any other duties which may reasonably be required, consistent with the nature of the post.

**Whilst every effort has been made to outline all the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Also, the post holder may, from time to time, be asked to undertake other reasonable duties commensurate with the grading of the post.** |
| **In addition** to undertaking the duties as outlined above, the post holder will be expected to fully adhere to the following: **1. Equality** Act in accordance with the organisation’s Equality Policy, which is designed to prevent discrimination of any kind, and ensure equality of opportunity is a key principle that is continually embraced.**2. Operational** Ensure that all duties are carried out in line with the organisation’s health and safety, operational, performance management, personnel, data protection, and financial regulations policies and procedures.**3. Corporate Image** Adopt a professional image at all times. Adhere to and understand working practices as part of a quality assured organisation.**4. Confidentiality**Maintain absolute confidentiality with regard to the organisation’s information and procedures, in particular following guidelines set for Information Governance and General Data Protection Regulations. |