

Finance Officer and New Leaf Administrator

Job Description

Job Title: Finance Officer and New Leaf Administrator (37.5 hours a week)

Area/Function: New Leaf administration/Finance

Job Location: Thames Valley Partnership Office, Chilton, Buckinghamshire HP22 5NN

Salary: NJC Payscale 5 (pt 22 £20,661 to pt 25 £22,658 point on scale dependent on experience)

Nature and context of the role: This 37.5 hour post is designed to support the work of the Assistant Director – Finance and New Leaf Manager.

Purpose of the Job:

The purpose of this job is to assist:

- in the management of the financial accounts ensuring correct and accurate entries into the accounts to provide information to support the running of the Partnership;
- the Assistant Director - Finance in the administration for the core and programmes teams;
- the New Leaf Manager and team in administrative support for the project.

Key Tasks & Responsibilities:

- Managing the Purchase Ledger, ensuring all invoices are received, recorded correctly and paid in a timely manner;
- Ensuring the Credit Control is up to date, all debtors are chased courteously within agreed parameters and any queries effectively resolved;
- Preparing staff expenses ensuring that all receipts are received and correct;
- Bank Reconciliations ensuring that all bank accounts and credit cards are reconciled correctly and all information is correct;
- Resolving internal and external queries with regards to supplier payments and customer balances;
- Assisting in month end, quarter end and year end processes as requested;
- Assisting in the preparation of VAT journals;
- Assisting with monthly payroll;
- Data Management including monitoring paperwork and performing data queries;
- Collecting, collating and entering data into online databases;
- Single Point of Contact for queries regarding New Leaf project;
- To support the management of the New Leaf website, social media pages (LinkedIn, Facebook and Twitter etc);

- To ensure DBS checks are performed in accordance with procedures for all volunteers in line with the latest guidance;
- To arrange prison visits for volunteer mentors and staff;
- To arrange and help with the preparation of New Leaf meetings;
- To ensure an accurate and accessible log of volunteers mentors and staff;
- Administrative office duties;
- Any other tasks or projects as required;
- Providing prompt and helpful support to programmes, when necessary.

Person Specification

Skills, Knowledge and Abilities

Essential

- Demonstrable experience in an administrative role;
- Strong organisational and problem-solving skills;
- Ability to work to tight deadlines;
- Strong IT skills/Microsoft Excel and Word skills;
- Ability to work to high level of accuracy with attention to detail is essential;
- Ability to manage and prioritise own workload;
- Good level of numeracy.

Desirable

- AAT or part AAT qualification would be an advantage;
- Experience of SAGE 50 Accounts and SAGE 50 Payroll;
- Familiarity with databases;
- Previous experience in similar role preferred;
- Strong interpersonal skills;
- Previous experience working with volunteers;
- Knowledge and understanding of the criminal justice system.

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