



Finance & Office Coordinator

Job Description

The New Leaf Initiative actively recruits people with lived experience and criminal convictions.

Please do not let a previous conviction stop you from applying for a role within our team.

Position:	Finance & Administration Coordinator
Responsible To:	CEO & Recruitment Manager
Salary:	£18,000 pro rata (flexible tba)
Hours:	Up to 30 hours per week
Responsibilities:	
1.	PA support for the CEO, including diary management, meeting organisation, emails and calls
2.	Organising, maintaining and developing office infrastructure and records to ensure the smooth running of the business
3.	Acting as a point of contact for incoming calls and email enquiries, directing service users, employers and referral partners to relevant colleagues as appropriate
4.	Inputting data and ensuring the new CMS is maintained and kept updated, recording key data that feeds into reporting (referrals, outcomes, etc.)
5.	Word processing e.g. typing letters and contracts
5.	Producing routine and ad hoc reports as requested by the CEO and board
6.	Finance duties including book-keeping, cashflow updates, account management, invoicing debtors and maintaining robust financial recording processes
7.	Minimising office expenditure and manage purchase ledger and office inventory
8.	HR administration including holiday and sickness records
9.	Managing clients/attendees, liaising with referral agencies, training providers and employers to ensure that communication is transparent, frequent and that all stakeholders are kept informed of our services
10.	Working in a non-discriminatory manner with colleagues, volunteers, service users, partners and stakeholders
11.	Any other duties commensurate with the nature of the post.
Essential Skills/Experience/Attributes	
<ul style="list-style-type: none"> - Previous experience within Finance administration / book-keeping - Good written and verbal communication skills - Strong organisational skills - Good IT skills, proficient in the use of MS Office - Self-motivated and able to work under own initiative with minimal supervision - Able to work effectively with individuals from diverse backgrounds 	
Desirable Skills/Experience/Attributes	
<ul style="list-style-type: none"> - Experience of using SAGE would be highly advantageous - Previous experience of using Content Management Systems would be advantageous 	

To apply for this vacancy please download a copy of the application form and return this with your CV to Marie-Claire O'Brien marie-claire@newleafcic.org

Applications close at midnight on Sunday 5th July 2020.