



Green End, Landbeach,
Cambridge CB25 9FD
Tel: 01223 863657
Tara.constable@emmauscambbridge.org
www.emmauscambbridge.org

Finance and Administration Assistant *Job Description & Personal Specification*

Salary:	£18,000 per annum pro rata
Hours:	25 hours (flexible) (some evening working)
Contract:	Permanent
Annual leave:	25 days pro rata = 17 days plus bank holidays
Responsible to:	Finance Manager
Location:	Emmaus Cambridge Landbeach

At Emmaus Cambridge we are a charity and social enterprise, we currently provide a home and meaningful work for 44 formerly homeless people, known as companions. For many who experience homelessness, loss of self-esteem is a major obstacle they must overcome. Our companions work in our busy social enterprise, making a real contribution to Emmaus. As well as a stable home, we provide a purpose and a chance for our companions to make a difference in the world.

Overall Purpose of the Job.

The provision of finance and administrative support and minute taking across all areas of Cambridge Emmaus Social Enterprise and Charity.

A varied role supporting the Finance Manager, Chief Executive and Board in the delivery of the overall business and charitable aims and objectives of Emmaus Cambridge, working within Emmaus principles and policies.

The successful applicants will have at least 3 years' experience working in a similar role, enjoy dealing with people from a diverse background and have excellent communication, IT skills with an eye for detail.

Job Role and specific Tasks

Meeting management and minute taking

- Meeting organisation
- Liaising with Board of trustees
- Monthly/quarterly board meetings
- All committee meetings (Resource/Business/Community/Risk/Health and Safety)
- Staff meetings (All staff/Support/Business and other Board committees)
- Companion meetings
- External meetings

Data base and information management

Inputting and maintaining all administrative data bases for example:

- Donor data base
- Social enterprise sales data
- Supplier data base



Registered Charity No. 1064473



Company No. 3422363 VAT No. 700 2092 00





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- Companion finance and data spread sheets
- Rent and housing benefit reconciliation
- Others as required

HR administration:

- Holiday and absence records
- Maintenance of personnel records
- DBS checks

Cash handling and banking

- Twice weekly banking of all cash takings
- Petty cash reconciliation
- Payment of companion allowances
- Barclaycard reconciliation
- Purchase invoice inputting and reconciliation

Data inputting into QuickBooks

- Sales receipts
- Setting up payments (companions and suppliers)
- Working with Kudos (point of sale system)
- Bank reconciliation

Clerical duties including:

- Maintenance of filing systems both electronic and paper based
- Implementing procedural/administrative systems
- Procedure updating
- Filing, photocopying, shredding, mail sorting, maintaining systems
- Office tidiness

Additional duties to ensure smooth running of business and community as required

General

Emmaus works with vulnerable people. Staff and volunteers must observe the proper demarcation and professional boundaries while performing their role. The post holder must always act in a way which will maintain the good reputation of Emmaus Cambridge, upholding the policies and procedures of Emmaus.

The post holder will strive to preserve good working relationships with staff, volunteers, companions and the trustees, keeping the appropriate key personnel well informed of significant matters relating to the community.

We expect you to carry out your job responsibilities in an environmentally aware manner. Our aim is to ensure all resources are utilised effectively and efficiently.

You will be expected to apply sound 'value for money' principles in undertaking purchasing or supply of goods and services.



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In Emmaus, volunteers are an important resource and make a vital contribution to Emmaus's aim to take action to help disadvantaged people. You will be expected to encourage, develop and support volunteer involvement in our work.

Emmaus is an equal opportunities employer. Any offer of employment will be subject to a satisfactory enhanced DBS disclosure.



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Essential	Desirable
<p>Education:</p> <ul style="list-style-type: none"> GCSE or equivalent including passes in English and Maths subjects. Committed to self-development 	<p>Education:</p> <ul style="list-style-type: none"> Other related professional finance or business Qualification
<p>Skills:</p> <ul style="list-style-type: none"> Practical understanding of accountancy and book-keeping. Effective written and verbal communication Meeting minute taking Excellent IT skills including Microsoft Word and Excel, email and internet Touch typing skills Good communication and motivational skills Effective time management and organisational skills Methodical and organised approach to work Being discreet, trustworthy and reliable Easy and friendly manner demonstrating empathy, fairness and professionalism Database experience. Analytical and problem-solving skills Ability to work unsupervised Ability to follow through and obtain results 	<p>Skills:</p> <ul style="list-style-type: none"> Presenting reports to committees/boards Writing procedures manuals Experience of using Quick books. Artistic flair
<p>Experience:</p> <ul style="list-style-type: none"> A minimum of 3 years working in an office environment. Working with Quick books or similar accounting package Working within a diverse team environment Strong understanding of the workings of an office 	<p>Experience:</p> <ul style="list-style-type: none"> Diverse accounting systems and procedures Working in a small entity environment
<p>Knowledge:</p> <ul style="list-style-type: none"> Issues surrounding confidentiality and data protection Professional boundaries Demonstration of a belief in and the ability to adopt and work within the Emmaus ethos and principals 	<p>Knowledge:</p> <ul style="list-style-type: none"> Payroll and employment taxes Understanding of what Emmaus does
<p>Other:</p> <ul style="list-style-type: none"> Enthusiasm and drive to support those less fortunate than ourselves. Accepting and promoting the values and ethos of Emmaus. Effective team worker. Ability to work on own initiative. Empathetic and diplomatic, working and relating to a diverse range of people. Highly self-motivated. Ability to stay calm under pressure. 	<p>Other:</p> <ul style="list-style-type: none"> Willingness to be adaptable Good sense of humour



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