



Green End, Landbeach,  
Cambridge CB25 9FD  
01223 863657  
diane.docherty@emmauscambbridge.org  
www.emmauscambbridge.org

## Administration and Finance Assistant *Job Description & Personal Specification*

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Salary:	£25,000 per annum
Hours:	37.5 hours (flexible) (some evening working)
Contract:	Permanent
Annual leave:	25 days plus bank holidays
Responsible to:	Finance Manager
Location:	Emmaus Cambridge Landbeach

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At Emmaus Cambridge we are a charity and social enterprise, we currently provide a home and meaningful work for up to 50 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 governance administrative/secretarial and financial support across all areas of Cambridge Emmaus Social Enterprise and Charity.

A varied role supporting the Chief Executive, Finance Manager, and Board of trustees 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 experience working in a similar role, enjoy dealing with people from a diverse background and have excellent communication and IT skills with an eye for detail.

### **Job Role and specific Tasks**

#### **Meeting management, minute taking and charity governance.**

- Meeting organisation.
- Liaising directly with Board of trustees on governance matters.
- Monthly/quarterly board meetings (evenings and occasional weekends)
- All committee meetings (Resource/Business/Community/Risk/Health and Safety)
- Staff meetings (All staff/Support/Business)
- Companion meetings
- External meetings as required.

#### **Data base and information management**

Inputting and maintaining all administrative data bases for example:

- Donor data base
- Thank you letters.
- AGM and member data base
- Supplier data base on QuickBooks
- Others as required.



Registered Charity No. 1064473



Company No. 3422363



VAT No. 700 2092 00





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#### **HR administration:**

- Holiday and absence records
- Maintenance of personnel records
- DBS checks
- Volunteer administration working with COO

#### **Cash handling and banking**

- Weekly banking of all cash takings
- Cash counting
- Cash Payment of companion allowances

#### **Data inputting into QuickBooks**

- Barclaycard reconciliation
- Purchase invoice inputting and
- Monthly reconciliation of supplier statements
- Working with Kudos (point of sale system)

#### **Clerical duties including:**

- Answer telephone calls, taking messages and redirecting.
- Maintenance of filing systems both electronic and paper based.
- Implementing procedural/administrative systems
- Procedure updating
- Filing, photocopying, shredding, mail sorting.
- Office tidiness

#### **General email monitoring**

- Info
- Finance
- Donations

#### **Purchasing**

- Office supplies
- Supplies for the shop as requested by Managers
- Occasional Companion purchase

**Additional duties to ensure smooth running of business and community as required this may include working within the social enterprise.**

#### **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.



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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.

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



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