



Finance and Administrative worker - JOB DESCRIPTION 2010

This post is recruited by Leicestershire AIDS Support Services. The post holder will be seconded to the Tomorrowtogether Ltd. Tomorrowtogether is a social enterprise that supports disadvantaged people back to employment.

Job Title:	Finance and Administrative worker
Working Hours:	25 hours per week <i>(flexible may include some evening and weekend work)</i>
Salary:	Minimum wage rates apply <i>(£4.83 per hour age 18-21 or £5.80 per hour 22 and over)</i>
Reports To:	Chief Executive
Job Purpose:	To provide Finance and administrative support to Tomorrowtogether Ltd

- To provide support in the finance functions such as maintain daily transactions, invoicing, following up payments, cheque writing, banking and other relevant duties of the organisation
- Answer telephone calls, take messages for the team and follow them through
- Carry out photocopying and other basic administrative duties
- Stamp and sort incoming and outgoing mail as required
- Take outgoing post to the post box or post office if required
- Monitor and report on stationery stocks
- Monitor stocks of information booklets and order when necessary
- Provide support for staff and volunteers working in the community
- Typing minutes/reports as required

Skills and Desirable Experience

Training, support and management meetings will be provided to support employees in their role, however we expect the following:

- To have a book keeping/accountancy qualification
- have an understanding of the employment barriers faced by disadvantaged groups
- A commitment to and understanding of a high level of confidentiality in this work.
- Polite telephone manner
- Ability to communicate effectively and appropriately with people from a variety of backgrounds
- Ability to take and relay messages
 - Understanding of Microsoft office equivalent and to work with Excel



LEICESTERSHIRE AIDS SUPPORT SERVICES

PERSON SPECIFICATION 2010

JOB TITLE: Finance and Administration Worker

	Essential	Desirable	Assessed by*
Education/Training Qualifications:			
AAT or other accounting qualification	✓		App/Test
IT qualification, ECDL or CLAIT level 2 or equivalent	✓		App/Int/Test
Good standard of written and spoken English to GCSE or equivalent.			
Experience:			
Polite telephone manner	✓		Test
High level of communication - verbal and written	✓		Test
Relaying messages		✓	Test
Working or volunteering in a community based organisation		✓	App/Int
Knowledge:			
Of the importance of confidentiality and equal opportunities.	✓		App/Int
Understanding of employment issues facing disadvantaged group		✓	App/Int App/Int
In accordance with the Disability Discrimination Act 1995, reasonable adjustments will be made to the above requirements to accommodate a suitable candidate with a disability.			

Core Job Competencies:

- Ability to communicate effectively and appropriately with people from different backgrounds and in different settings by telephone, face to face and in writing.
- Full understanding of the need for confidentiality, tact and diplomacy.
- Team and group work
- Ability to signpost people to other relevant and appropriate organisations

Other requirements:

An understanding of and commitment to equal opportunities and the ability to apply this to work and day-to-day situations.

Methods of Assessment

App = Application Form; Test = Test; Int = Interview,