

Agnes Smith Advice Centre

96 Blackbird Leys Road, Blackbird Leys, Oxford, OX4 6HS

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Job Description

Job title	Finance Administrator / Bookkeeper
Hours	Part-time, up to 10.5 hours per week (minimum 7), days worked negotiable
Salary	£27,334 per annum, pro rata
Contract type	Permanent
Reporting to	Centre Manager, with some task management by the Treasurer
Location	Agnes Smith Advice Centre, Oxford
About Agnes Smith Advice Centre We provide high quality welfare benefits, debt and housing advice to residents of Blackbird Leys / Greater Leys in Oxford, and others in the OX4 postcode area. We believe everyone deserves a decent quality of life, and we work alongside our clients to help make that a reality.	
Role purpose To provide administrative support to the Centre Manager, to ensure the smooth day to day running of the charity.	
Key tasks Financial administration <ul style="list-style-type: none">• Use the Xero accounting package to process payments, code and track income and expenditure, and maintain the fixed asset register.• Process payroll payments and pension contributions, through Xero and NEST.• Administer the Centre's online banking and undertake regular bank reconciliations.• Administer the petty cash system and cash donations.• Process Gift Aid claims.• Support the administration of direct grants to clients and related reporting.• Monitor cash balances in the current and savings accounts to ensure funds are available for expenses, interest income is maximised, and there is minimal risk of losses from a bank failure.• Provide clear records and reports for internal meetings and for the production of the Annual Accounts. Support to fundraising and donor relations <ul style="list-style-type: none">• Support funding bids as required.• Support reporting to donors, particularly financial reporting.• Oversee task management of a finance volunteer. Other tasks <ul style="list-style-type: none">• Support to premises management.• Support the management of office equipment and IT.• Support Trustees', AGM and other meetings and events as required.• Any other reasonable task.	



Registered Name Blackbird Leys Neighbourhood Support Scheme Limited

A Company Limited by Guarantee and Registered in England & Wales Reg No: 2662382

Registered Charity Reg No: 1050456

Grant Aided by Oxford City Council

Skills

Essential

- Very high levels of accuracy and attention to detail.
- Numerate.
- Experience of book-keeping including using online accounting software.
- Knowledge of Microsoft Office, including Excel, Word and Outlook (or other email systems).
- Ability to follow systems and support others to use them.
- Understanding of Equal Opportunities and Diversity in the workplace, and a strong commitment to confidentiality.
- Ability to prioritise and take responsibility for own workload.
- Proactive attitude and a willingness to take on a wide range of tasks as required.
- Good standard of written and spoken English.

Desirable

- Familiarity with Xero.
- Experience of donor budgeting and reporting.
- Fundraising and bid writing experience.

July 2024