

Job Description

Finance, Purchasing, Fundraising and Admin Officer

Hours: 18 hours per week on a fixed term 3-month contract

Salary: £11.20 per hour

Responsible to: Pinpoint Chief Executive Officer

Overview: To manage Pinpoint's: income and expenditure records; financial systems; purchasing and payments/expenses processes and; monitor budgetary data, providing reports and updates to the Chief Executive Officer (CEO). To identify and pursue new funding and grant opportunities providing information on the financial aspects of bidding. Support team by providing administrative support for project delivery.

Key responsibilities:

1. To manage a seamless handover with the outgoing Finance Officer to take over-all financial processes and responsibilities, including paying salaries, HMRC and invoices on time.
2. Monitoring and providing timely reporting to CEO on expenditure and income against set budgets.
3. Keeping of accurate up-to-date financial records on QuickBooks, the financial software system.
4. Managing the petty cash system.
5. Ensuring prompt payment of invoices and expenses as required.
6. Liaising with the CEO and the Treasurer (an unpaid Trustee) about financial issues and attending the monthly Money Group Meeting.
7. Liaison with the payroll providers to ensure salaries are paid each month on time and accurately.
8. Ensure that HMRC's requirements are met.
9. Sourcing cost effective options for the purchase of equipment and services as required.
10. Placing and monitoring orders for any equipment and services as required, ensuring value for money.
11. Sourcing future income streams and grant monies and keeping an annual log of future opportunities.

12. Co-ordinating and monitoring the preparation of funding and grant applications, including providing any financial information required.
13. As directed by the CEO, engage in the delivery of the Cambridgeshire County Council Contract, DFE Contract and any other contracts.
14. Manage a variety of administrative tasks to support project delivery across the Pinpoint Team.
15. To carry out any other tasks/duties identified by the CEO which are commensurate with the role.

Other

- The hours of work are 18 per week for a fixed term of 3 months. Hours may be worked flexibly but some degree of structure will be required – ensuring that financial obligations are met in a timely way will be key. It is required that the post holder will be present at the end of each month for payroll deadlines and any other similar time sensitive tasks. The exact hours of work will be agreed with the CEO. No overtime payments will be made.
- The position will be based in St. Ives, Cambridgeshire.
- The role will be subject to external checks at time of recruitment.
- **This role is being offered for an immediate start to ensure a smooth handover with the outgoing finance officer; the candidate must be able to start no later than October 14th, 2018.**