

**Job Title – Finance and Administration Officer**

**Reports to – Business Resources Manager**

**Salary Scale – NJC SCP 12 - £26,421 (pro-rata)**

**Hours – Part-time (14 hours per week)**

**Contract – Fixed Term initially to December 2025 (could be extended subject to additional funding)**

**Background to West Lancs CVS (WLCVS)**

WLCVS is a registered charity and the local infrastructure organisation (LIO) for the borough of West Lancashire. LIOs are often referred to as umbrella organisations which provide capacity building support to local voluntary sector organisations and community groups. The core services of the LIOs are to encourage and support volunteering, help to raise funds, provide networking, sector communications, sector representation and partnership brokerage especially with the public sector and commissioners. LIOs like WLCVS also develop and incubate new services in West Lancashire.

**Finance and administration function**

We are seeking a skilled and experienced Finance and Administration Officer to join our team and contribute to our continued growth. The Finance and Administration Officer will support the financial, HR, governance, and office logistics functions of the organisation. The ideal candidate will possess strong financial acumen, excellent organisational skills, and the ability to work effectively across departments.

**Finance and Administration Officer - Job Description**

**Main Tasks:**

**Finance:**

* Generate client and vendor invoices and set up bank payment runs.
* Collate employee salaries and expense information to submit to bookkeepers and process monthly salary BACS payments.
* Assist with processing grant funding claims.
* Liaise with bookkeepers and submit monthly bank statements and payment information.
* Manage petty cash transactions and records.
* Check financial journal transactions in Xero for accuracy.
* Maintain/update internal financial records and provide financial summaries to managers.

**HR:**

* Support the preparation, maintenance and checking of employee records, timesheets, annual leave and sick leave.
* Assist with arranging training and development initiatives.
* Assist in the recruitment process including development of job adverts, interview preparation and induction

**General Office Support:**

* Assist in the sourcing of H&S training and support ongoing H&S compliance.
* Update regulatory governance and trustee records.
* Support the review of facilities contracts and agreements.

**Other Duties:**

* Participate in and contribute to organisational/team or external meetings.
* Provide reports for management and Board of trustees as required.
* Provide cover for other team members as appropriate.
* Work in accordance with the policies and procedures of WLCVS as the employer.
* Undertake any relevant training.
* Carry out any other reasonable duties associated with the delivery of WLCVS services**.**

**Additional Information**

* The CVS team works flexibly both in terms of hours and location – according to individual roles and responsibilities. The Finance and Administration Officer will predominantly work from the Skelmersdale Ecumenical Centre.
* The Finance and Administration Officer will be firmly committed to the Nolan principles - our benchmark for expected professional standards.

**Finance and Administration Officer – Person Specification**

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| --- | --- | --- | --- |
| **Quality** | **Essential** | **Desirable** | **Measure** |
| Education and Training | Willingness to work towards IOSH H&S Managing Safely qualification.  Up to date First Aid qualification or commitment to undertake this. | Qualification in Finance, Accounting, Business Administration, or a related field. | A/I  A/I |
| Job Experience and Skills | Good understanding of accountancy principles  Demonstrable experience in a similar role.  Proficiency in the use of financial software (ideally Xero), and Microsoft Office Suite (Excel, Word, PowerPoint).  Strong understanding of payroll processes and HR management.  Excellent organisational and multi-tasking skills.  Strong communication and interpersonal skills. |  | A/I  A/I  A/I  A/I  A/I  A/I |
| Personal Qualities and Abilities | High level of integrity and professionalism.  Ability to work on own initiative and as part of a team  Ability to work under pressure  A flexible approach to tasks and working hours |  | A/I  A/I  A/I  A/I |

**Key:**

A – Application

I – Interview

Please note that applicants will be selected on basis of information provided in relation to the above essential and desirable requirements.