

**Job Description for Centre and Finance Administrator**

Full Circle @ Docklands Ltd

St Paul’s Settlement 74-80 City Road

Bristol BS2 8UH

Tel: 0117 907 7164

*Registered Charity Number 1143529*

**Post Title:** Centre and Finance Administrator

**Rate of Pay:** £20475pa (Pro Rata)

**Hours:** 16 hours per week (flexible working) £10.50 per hour

**Responsible To:** Board of Directors

**Managed by:** CentreManager

**Job Type: Temporary – Until December 20th 2019**

**Holiday Pay: Pro-rata paid leave for a working week of 16 hours over 5 months is 4.7 days. This includes bank holidays. There is no automatic entitlement for bank holidays to be taken off. Work may be required on such days.**

**Application Deadline:** 11.59pm Sunday 14th July 2019

**Interviews:** Week Commencing 22nd July

**Job Purpose:**

Full Circle@ Docklands Ltd is a community based charitable organisation. We are embarking on a period of rapid growth and are looking to build a bright, enthusiastic and passionate team. The role we are looking to fill is for a centre and finance administrator. This will be a varied role with huge scope for development so we need someone with a very sharp eye for detail, comfortable with customer interaction and confident with numbers.

**Key tasks:**

Daily tasks will include;

* Answering the telephone and responding to queries.
* General office administration
* Finance Administration
* Invoicing
* Taking bookings and managing customer relations.
* Entering Monitoring and Evaluation info.
* Cashing up and managing our cash income and banking
* Photocopying, scanning etc as required
* Archiving
* Ordering as directed by centre manager
* Recording/inputting staff hours and other data information on spreadsheets
* Helping manage social media channels as appropriate
* Day to day management of office in absence of other staff
* Supporting the Centre Manager and other workers as directed
* Any other duties as requested from time to time

**Other Activities**

* 1. Attend regular supervision and appraisals
* 2. Participate in relevant training as and when required
* 3. Work within Full Circle policies, framework and ethos

**Our Organisation**

Full Circle have been providing Youth and Family Activity in St Pauls for almost 40 years. Starting in 1980 as the St Pauls Camp Project it is now one of the key youth providers within the city. In 2015, Full Circle @ Docklands Ltd was formed and took on a Community Asset Transfer and the management of the Docklands Youth and Community Centre. From here we provide the minimum of 15hrs per week of affordable, open access youth sessions, 12 months a year. As well as raising money through commissions and grants we generate income through the licensing of offices, the hire of space and fund raising through donations.

**Person Specification**

Our ideal candidate would be someone with a keen eye for detail that can put their experience and aptitude for administration and working with basic finances to work in a great community organisation in the heart of St Pauls.

We are looking for someone who is trustworthy and can show commitment. It’s a great opportunity to work for a fun and creative local Bristol charity. Flexibility and a passion for youth and community work would be a bonus.

**Essential Criteria:**

3+ years’ experience in administration

Keen eye for detail

Managing a large variety of administrative processes

Confident use of excel and Microsoft word

Experience undertaking basic financial administration

Handling monitoring processes or similar data entry

Customer service experience - handling calls, emails and inducting new clients

Managing bookings, scheduling, raising invoices

Good general communication skills

Good standard of English, IT and basic maths

Ability to act on own initiative

Commitment to equality of opportunity and diversity

Ability to work in a small team of 1-3 people.

Social Media experience or confidence is a bonus

**Amendments:** This description accurately reflects the present position; the job description may be amended and will be reviewed on a regular basis. Any changes will be made following a proper period of consultation.

The FC @ Docklands Ltd Board of Directors are committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment.

This post is subject to an enhanced criminal disclosure record check.

**The St Pauls Settlement & Docklands Centre is operated by Full Circle St Pauls Youth and Family Project charity no, 1143529 a limited company Registered in England under Companies No. 7703664 Office: 62a Halston Drive St. Pauls Bristol BS2 9JN in partnership with Aspiration Creation Elevation (ACE) a Community Interest Company limited by guarantee**

Full Circle @ Docklands Ltd 05/06/2019