

Business Administration and Finance Officer

Reports to: Finance & Operations Director

Salary: £25k (+ £2k London Weighting if based in London) full time or pro-rata part-time

Hours: full time or part-time (minimum 4 days per week)

Location: Remote/London/Bristol/Birmingham

About the role

The Business Administration & Finance Officer is responsible for the smooth running of the administration of the charity. Working closely with the finance team, HR team, regional managers and the senior management team and the post holder will have communication with all members of Envision employees. The aim of the role is to standardise our back-office processes to ensure accuracy and efficiency including Finance, HR & IT as well as event and travel management.

The Business Administration & Finance Officer will:

Programme partnerships and delivery

- Provide administrative support for all Envision delivery staff
- Assist with sourcing event space for programmes in London, Birmingham & Bristol.
- Send out contracts and track signatures using Docusign and track on Salesforce (CRM).
- Compiling a database of other charities that work in our areas.

Finance

- Ensure all financial transactions have relevant receipts, invoices, grant letters and other backing documents.
- Raise invoices to school & corporate partners using Xero (Accounting software)
- Set up payments on the bank to be approved by senior finance colleagues.
- Provide administrative support for the purchasing card system (Equals Money) – such as increasing limits, creating new cards for new starters and collating signed agreements.
- Processing bookings for hotels, travel and events.
- Submitting gift aid claims periodically with the assistance of the Finance Manager.

HR

- Lead processing of recruitment activities including posting adverts, collating long lists and statistics, rejection & invitation emails, HR management system (SafeHR) account creation, Payroll onboarding, references, DBS & IT set up.
- Provide employee references on behalf of Envision.
- Managing relationship with HR suppliers.
- Day to day HR processing for existing staff (setting up SafeHR appraisals, adding training documents to SafeHR)
- Maintaining HR records.
- Uploading employees KPIs to HR system annually.
- Auditing our HR system records to ensure completeness.
- Publishing company policies on our shared drive and HR system.

Resources

- Maintaining an inventory of laptops and other IT equipment and reviewing periodically.
- Internal point of contact for IT questions.
- Data entry into Salesforce as requested by the Data & Impact Manager & Partnerships team.
- General housekeeping & archiving in Salesforce and shared drive.
- Managing shared email inboxes.
- Lead on company insurance correspondence with insurance brokers/suppliers.

Events & General Admin

- Administrative support for all events, including basic communications with attendees and stakeholders, booking spaces, travel, hotel, refreshments, etc.
 - Processing bookings for hotels, travel and events.
 - Managing the birthday buddy process.
 - Taking meeting minutes and updating agendas.
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Personal Specification

Experience, Knowledge & Skills	Essential (E) / Desirable (D)	Demonstrated in Application (A) or Interview (I)
Experience of working in a busy and varied administrative support role	D	A & I
Demonstrate the ability to work as part of a team and use your own initiative.	E	A & I
Experience with IT systems – Office365, Shared drives.	E	A & I
Experience with IT systems – Xero, SafeHR, Salesforce, Docusign.	D	A & I
Demonstrate a logical approach to developing and implementing processes.	D	A & I
Demonstrate excellent communication skills both verbally and in writing to a wide range of people.	E	A & I
Demonstrate excellent organisational skills and the ability to prioritise own workload to meet deadlines.	E	I
Demonstrate a high level of accuracy for data entry.	E	I