

Job Description

JOB TITLE:	Finance Administrator
RESPONSIBLE TO:	Manager and Trustees
SALARY:	Annual salary £40,113 pro-rated to 7 hrs/wk
HOURS:	Part-time, 1 day a week
LOCATION:	Hampstead Community Centre

About us

Hampstead Community Centre, established in 1976, lies at the heart of Hampstead Village and is a prominent building set alongside our outdoor community market. The centre provides services and support for the local community with a range of activities particularly for children and older people. It also hosts support groups, local artists and traders that run specialised markets inside the centre at weekends. We rely on a passionate team to achieve our mission and create a meaningful impact in our community. We plan to grow our provision and to improve our premises over the next months and years as we approach our 50th anniversary. Hampstead Community Action, which owns and operates the centre is both a registered charity and company limited by guarantee.

Role overview

We are seeking a proactive and meticulous Finance Administrator to support the Manager and the rest of the team with our charity finances. The ideal candidate will have a strong background in accounting or finance, excellent organisational skills, and the ability to work independently. You will be responsible for the day-to-day finances of the Community Centre, including book-keeping and management accounting.

Main responsibilities

Compliance and audit

- Ensure compliance with charity accounting guidelines and financial regulations, and internal policies.
- Support the annual audit process, liaising with the independent examiner.

Financial Management

- Ensure allocation, monitoring and reporting of all income and expenditure.
- Maintain and update financial records, monitoring regular income and supporting the timely invoice and payment process.
- Oversee all financial transactions, keeping accurate records in Quickbooks
- Prepare and manage the budget in collaboration with the Manager and Trustees.

Fundraising support

- Work with the manager to provide insights and support for fundraising.
- Ensure accurate allocation, monitoring and reporting of donations and grants

Payroll and expenses

- Manage payroll processing, including tax and pension contributions
- Oversee staff and volunteers' claims and expenses

Reporting

- Ensure timely submission of financial information to relevant bodies and stakeholders (e.g., Camden Council, Charity Commission, HMRC).
- Produce quarterly and annual accounts and reports for manager and trustees.
- Produce financial analysis and forecasts to support strategic decision-making.
- Any other duties as might reasonably be required.

Person specification

Essential

- Finance and book-keeping experience; preferably in the charity sector
- Excellent communication and numeracy skills.
- Proficiency in accounting software (Quickbooks), Google Workspace and MS Office (i.e. Excel).
- Excellent attention to detail and record-keeping accuracy.
- Knowledge of accounting principles, financial reporting and regulatory requirements.
- Understanding of the need for confidentiality and discretion.
- Proactive and flexible approach, with ability to adapt to changing priorities.
- Commitment to diversity, equity, inclusion and equal opportunities.
- Ability to work independently and manage multiple tasks simultaneously.

Desirable

- Experience in the charity sector
- Degree in accounting or finance, or equivalent professional experience.
- Professional accounting qualification (e.g., ACCA, CIMA)

Application Process

Submit your CV and a cover letter by Sunday 16th February outlining your motivation and suitability for the role to manager@hampsteadcommunitycentre.co.uk
Please include "Finance Administrator Application" in the subject line.

Interviews will take place on Monday 24th of February.

Hampstead Community Action Ltd is an equal opportunities employer and welcomes applications from all sections of the community. We thank all applicants for their interest in this role. Please note that only candidates selected for an interview will be contacted.