

JOB DESCRIPTION

Finance Administrator

Pay Range	£24,397 - £26,649	Service Area	Direct Payment Support Services
Line Manager	Finance Coordinator	Location	Milton Keynes
Working Hours	Full time, 37.5 hours per week, part time/job share considered	Contract	Permanent

JOB PURPOSE

Our Mission

Our team of staff members and volunteers work alongside people to overcome life's challenges. Why? To work towards our ultimate goal of solving homelessness and achieving independence. We recognise that every human being encounters challenges in life and we're here to support anyone who finds themselves in a time of difficulty, either through directly offering our support, or helping them to find the right support elsewhere

Purpose of the post

This post is responsible for providing an effective administrative support service for the organisations Direct Payment support services in Milton Keynes.

RESPONSIBILITIES

Administrative tasks

- Process employer's timesheet information, including Nest pensions and HMRC contributions, and generate wage slips,
- Responsible for helping keep processing schedules up to date
- Submit payments onto our banking systems to make payments for services and employees on people's behalf.
- Maintain a high level of record keeping, ensuring client's notes are recorded onto our database systems.
- Support with general administrative tasks which include but not limited to creating letters and updating and creating electronic case files.
- Make phone calls to clients to chase for information or clarify information which has been sent to us where applicable.
- Respond to enquiries from clients and professionals for queries with timesheets and payroll.

Team Tasks

- To participate in regular support and supervision sessions.
- To share responsibility for the security of the Payroll and Holding Account remote system data and the office premises when attending.
- To attend appropriate training courses, both external and within the team as required.

Resources Tasks, with input from central admin team as required.

- To take responsibility for meeting targets and deadlines according to agreed work priorities.
- To carry out, within reason, any other duties necessary to the smooth running of the project

In relation to other agencies

- To represent Connection Support and its values with all stakeholders.

In relation to policy and administration

- To carry out all necessary administration in relation to case work, or the role.
- To work within Connection Support systems, policies and procedures at all times.
- Promote and uphold Connection Support Equality, Diversity, Equity and Inclusion policy at all times.

Working hours: The job will be undertaken during normal office hours with flexibility to work outside of these hours when agreed.

REHABILITATION OF OFFENDERS ACT

Connection Support is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

This post involves working with vulnerable children, young people or adult's finances, therefore is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are 'spent' under the provision of the Act.

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

SAFEGUARDING STATEMENT

Employee

Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility. Work complies with all safeguarding policies and procedures that apply to the role. Behaviours and actions support the safeguarding of children, young people or adults with care and support needs as appropriate.

Manager

Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and maintained within the area of responsibility. Manage and update the

standards as appropriate to the role. Safeguarding standards are monitored and maintained in compliance with organisational policy. Appropriate safeguarding training is provided, and standards are reviewed and updated as required.

Senior Managers

Ensure organisational safeguarding strategies reflect statutory requirements and best practice, and that these are understood and implemented within the area of responsibility. Ensure there is a proactive and positive Safeguarding Culture. Ensure the organisation meets its statutory Safeguarding requirements and that strategic risks are effectively managed.

