

Finance & Operations Officer

Salary	£25,945 (pro-rata to £15,567)
Hours	21 hours per week (working pattern to be agreed)
Reporting to	Finance and Operations Manager
Holidays	25 days per annum plus Bank Holidays (pro-rata)
Location	Home-based
Last Updated	March 2024

About Longleigh

Longleigh is a grant-making foundation dedicated to supporting individuals and communities served by the social housing sector.

Established by leading housing provider, Stonewater, Longleigh Foundation was set up to support the residents, in both independent and supported housing and communities who had severe financial pressures that were then having a significant negative impact on many areas of their lives.

In addition to grants to individuals experiencing hardship, we have distributed more than £3.5m in grants to organisations to deliver projects and research. These grants have enabled thousands of people to access ongoing support to help with areas of life including financial, emotional and physical health and wellbeing. We have funded innovative projects such as a self-build housing project for armed forces veterans and for research that looked at how assistive technology can support independent living for people with long-term conditions, such as dementia.

We are a small but mighty, and values-driven organisation, and are fully committed to being compassionate, collaborative, agile, insightful and ethical, in all our actions, work and interactions.

Purpose of the role:

To help ensure the efficient, accurate and effective running of Longleigh's back-office functions and processes, primarily in delivering the organisation's day-to-day finance administration, as well as supporting our Finance and Operations Manager with the administrative side of our HR and IT services.

Key duties and responsibilities

Role Specific

- To ensure purchase invoices and bank transactions are posted accurately and in a timely manner on to Longleigh's financial system, Xero.
- To check purchase invoices against orders/quotes (either stored on our grant management system or elsewhere) to ensure they are correct and to liaise with suppliers when a difference arises.
- To check purchase invoices are authorised correctly, using our online ApprovalMax system.

- To raise online payments for authorisation, ensuring bank details and amounts to pay are accurate.
- To take responsibility for completing month end reconciliations, such as bank, supplier and credit card reconciliations.
- To support the Finance and Operations Manager with other monthly procedures, such as cash flow forecasts, management accounts, investment reconciliations and individual grant database reconciliations.
- To support the Finance and Operations Manager with the year-end statutory accounts and external audit.
- To be aware of Internal Financial Controls in Longleigh's Financial Standing Orders and check they are being adhered to, with the support of the Finance and Operations Manager
- Supporting the Finance and Operations Manager with administrative tasks related to Longleigh Operations, as required.

General

- To attend regular 1-1 meetings and annual appraisal meeting with your line manager to support you in fulfilling your duties and responsibilities and in your ongoing professional development.
- To attend required meetings (internally and externally) that support the development of the Longleigh Foundation team, and its ways of working, and the development of relationships with key external stakeholders.
- To attend identified training that will support you in fulfilling your duties and responsibilities, in ensuring that Longleigh meets legal and/or best practice standards or support you in your professional development.
- To follow all Longleigh Foundation policies and procedures and terms of your contract of employment.
- To undertake any other reasonable duties, such as general administrative or customer service tasks, that befits being part of a small team or supports the fulfilment of the main aims of the post.

Person Specification

Experience and knowledge

- Empathy and respect for the lived experiences of those social housing residents Longleigh Foundation supports. Knowledge of accounting software is desirable (Longleigh uses Xero).
- A good knowledge of Microsoft Office software.
- Proficient in Excel.
- Experience of performing bank and supplier reconciliations.
- Experience of communicating with key stakeholders including tenants, suppliers, and banks.
- An understanding of the social housing sector and the charity/grant making sector is desirable but not essential.
- Proven ability to identify financial challenges or inefficiencies and develop creative solutions to address them, optimizing financial processes and procedures for maximum efficiency and effectiveness.
- Strong numeracy and literacy skills

Personal attributes

- Meticulous attention to detail in financial record-keeping, data entry, and reporting to ensure accuracy and precision in all financial transactions and documentation.
- Self motivated, with excellent time management and organisational abilities to prioritise tasks, meet deadlines, and manage multiple responsibilities effectively. Strong interpersonal skills and a collaborative mindset, with the ability to work effectively as part of a diverse team, supporting colleagues and fostering a positive work environment.
- Values-driven, and committed to being compassionate, collaborative, agile, insightful and ethical, in all actions, work and interactions.

To Apply

Send your CV and a cover letter detailing how you meet the person specification sections, with examples (no more than two/three sides of A4, size 12 font please) to recruitment@longleigh.org by 9am on 25th March 2024, interviews will be scheduled week commencing 2nd April.