



The Trust for Developing Communities

Finance & Administration Officer

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The Trust for Developing Communities

Registered Address: Community Base, 113 Queens Road, Brighton, BN1 3XG
Company Limited by Guarantee Registration Number: 3939332 | Registered Charity Number: 1106623
Tel: 01273 234 769 | Email: info@trustdevcom.org.uk | Web: www.trustdevcom.org.uk

Welcome Letter

Dear Candidate,

Thank you for your interest in taking a central role with The Trust for Developing Communities. We work with over 6,000 people each year to tackle inequality in Brighton and Hove, delivering community development, equalities and youth work to create community-led solutions.

The new role of **Finance & Administration Officer** will suit a skilled and ambitious person who would relish the chance to play a key role in the central team supporting the organisation to deliver our varied and impactful workload.

You will bring a high level of organisational skill and attention to detail, a willingness to learn and collaborate with others as well as a can-do, pitch-in attitude towards tasks.

You will look forward to the chance of joining a skilled and dedicated team where there is the opportunity to develop your finance and administration skills and build solid experience working across a wide range of areas within the charity sector.

We are at an exciting time of organisational growth as we lead a new citywide partnership overseeing both community development and engagement work across the city and expand our youth work delivery. However, many communities that we support are experiencing serious challenges as a result of the Coronavirus pandemic, and it is vital that we adapt our delivery to meet growing need.

The ideal candidate will share TDC's community development values and be excited by the opportunity to contribute to a charity that is making a real impact.

I am sure that, for the right candidate, this role will offer a fulfilling working opportunity and the chance to make a significant difference to the people of Brighton and Hove, and beyond.

TDC is absolutely committed to achieving greater diversity within our staff team, and we welcome applications from all.

If you feel inspired by this opportunity, then we very much look forward to hearing from you.

Athol Hallé,
Chief Executive,
The Trust for Developing Communities



About TDC

Since TDC's inception in the year 2000, our primary focus has been community development work directly with neighbourhoods experiencing deprivation in Brighton and Hove. We have gone on to develop a broad range of grassroots services supporting young people, Black and Minority Ethnic communities and older people.

The strong trusting relationships we have built up with communities and partners has enabled us to grow considerably in size and impact over the years. We now employ 40 staff with a turnover of over £1,000,000. Despite our positive impact with excluded communities, there is much more work to be done to reduce the unacceptable health, social and economic inequalities that cast a shadow across our city.

Our Context Brighton and Hove is a uniquely creative and progressive City, which faces many challenges – there are areas where 43% of our children live in poverty and life expectancy is nine years shorter; whilst across the city we have the fourth highest level of suicide in the country and the second highest number of people sleeping on our streets. This is not ok.

Our Vision is for Brighton and Hove to become a city of equality, diversity and inclusion where our communities thrive.

Our Mission is to deliver community-led solutions.

Our Values

Community *“Strong communities are the key to health and happiness!”*

Community-led solutions produce longer lasting and more meaningful change. When we connect people, organisations and communities this maximises our resources and improves our well-being. Together we are greater than the sum of our parts.

Equality *“None of us can truly thrive whilst some of us are in poverty!”*

To address economic, social and health inequalities, we recognise that everyone has different needs and opportunities. It is essential that resources are focused where they are most needed to enable everyone to play their full part – which benefits us all.

Diversity *“Our diversity is our strength!”*

We are enriched by our range of cultures, situations, sexualities, genders, faiths, ages and abilities. This unique blend gives us the experience and perspectives we need to address our city's problems.

Inclusion *“There is no ‘them and us’ only us!”*

We all have something valuable to offer, so when we support people to participate, including our most excluded and vulnerable citizens – everyone gains from this.

Our Work

Neighbourhoods. We deliver community development work in areas of deprivation within the city focused on developing community-led groups. This includes specialist work to support older people.

Youth Work. We deliver two significant youth work contracts for Brighton and Hove City Council in the North and East of the city. Additionally, we deliver individual support to young people around health and well-being and coaching. We also lead the citywide detached youth work programme *Brighton Streets*.

Equalities. We support excluded communities with a range of projects including: psychosocial support; language support for refugees; Community Buildings Network; social prescribing; training; community learning; community research with the University of Brighton; and more.

Finance & Administration Officer

Job Description

Overview

Job Title: Finance and Administration Officer

Hours: 24 - 28 Hours per week (to be agreed)

Salary Scale: £22k-£25.5k pro-rata (NJC Scale points 12-19) + 6% pension.

Holiday: 25 days a year, plus an extra 3 days at Christmas, and all Bank Holidays. Pro-rata.

Location: TDC's head office is at Community Base, 113 Queen's Road, Brighton.

Reporting to: Operations Manager

Objective

To provide finance and administration support across TDC as a key member of the Central Team.

Principal Responsibilities

Finance

1. **Supplier Processing.** Be responsible for financial processing and reconciliations including electronic filing to QuickBooks and our shared drive. To process supplier invoices, bills, credit cards, staff expenses and other costs in line with finance procedures. To prepare payment runs for approval and upload to online banking and to allocate payments to ledgers. To manage supplier relationships, statement reconciliations and send remittance advices.
2. **Customer Processing** To process grant and donation receipts, update the Income Budget for new projects, to liaise with Department Managers and supply financial reports.
3. **Management reporting.** Be responsible for bank and petty cash reconciliations, processing month end journals and reconciliations e.g. accruals, prepayments, allocations, sales, payroll, grant accruals, etc. To prepare management accounts using reports from QuickBooks. To maintain fixed asset registers and charity asset records and assist with accurate and complete paper and electronic filing of financial records. To provide department managers with monthly/ad hoc financial reports.
4. **Year-End Reporting and Audit.** To assist with annual audit and accounts preparation.

Administration

5. **Human Resources.** To provide administration of key human resources functions including accurate recording of contracts, holiday, sick leave, managing files, etc through TDC's People HR software. To administer the recruitment process for new job vacancies including promoting roles, administration of interviews and liaising with candidates.
6. **Office Coordination.** To be responsible for the day to day administration of The Trust for Developing Communities and the head office base, ensuring the office is a safe, clean and tidy space. This includes liaising with our landlord over room bookings and use of facilities.
7. **Enquiries.** To lead in answering the phone; managing the enquiries inbox; dealing with enquiries via post; and greeting guests. Ensuring that these roles are covered, with clear guidelines to others when you are not at work.

8. **Admin Support.** To provide administrative support to the TDC's Senior Leadership Team, for example providing information for funding applications and reports; support to attend meetings externally, booking appointments and arranging travel when required. Also, to provide administrative support to organisational activities, such as mailouts and events, including the Annual General Meeting.
9. **Meetings Support.** To provide administrative support for TDC meetings including Board and Sub-committee meetings: coordinating dates, booking rooms, distributing papers, arranging refreshments, preparing rooms, taking and distributing minutes.
10. **Suppliers.** Lead contact with our suppliers including our IT provider and mobile phone contractor. Purchasing and managing stock of office supplies and refreshments.
11. **Record keeping.** To maintain organisational paper and electronic records and filing in an easily accessible format and in line with data protection regulation.

General

12. **Equal Opportunities.** To implement and promote TDC's Equality and Diversity Policy. A positive attitude towards equal opportunities and anti-discrimination practice should permeate all aspects of our work.
 13. **General.** To undertake all other reasonable tasks as requested by your Line Manager.
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Person Specification

Essential Skills and Experience

1. **Qualifications.** Minimum AAT qualified or equivalent qualification, or working towards the same level qualifications, or relevant finance experience in a similar role.
2. **QuickBooks.** Experience with QuickBooks and/or similar finance systems
3. **Administration.** Excellent organisational skills with experience of delivering administrative functions in a complex and diverse organisation. Exceptional attention to detail.
4. **Systems.** Experience of developing, maintaining and improving administrative systems.
5. **Suppliers.** Experience of managing relationships with suppliers.
6. **HR.** Human Resources administration experience.
7. **IT.** Excellent IT skills on a PC: word-processing, databases, spreadsheets, email and the internet and the ability to be lead liaison with IT support provider.
8. **Basic Skills.** Excellent numeracy, literacy and organisational skills.
9. **Minutes.** Experience of minute taking.
10. **Communication.** Ability to relate well to many different sections of the community and representatives of the Local Authority etc.
11. **Proactive.** Ability to be proactive and use your own initiative.
12. **Teamwork.** Ability to work as a member of a team with a positive, lively, enthusiastic and flexible approach to the work.
13. **Equal Opportunities.** A commitment to equal opportunities practice.

Desirable Skills and Experience

1. **Charity.** Experience of working in a charity, social enterprise or similar working environment.
 2. **People HR.** Experience of using People HR software or another HR software platform
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Application Process

To Apply:

Please email a completed application form. The Supporting Statement part of the application form should explain why you are interested in this role with TDC and detail the skills and experience you feel you would bring. The statement should relate directly to the Job Description and Person Specification.

Please email completed applications to TDC on info@trustdevcom.org.uk, stating the role you are applying for.

Closing Date:

The closing date for applications is **Monday 5th October 2020** at 10.00am

We will aim to notify candidates if you have been shortlisted for interview by 5.00pm on Wednesday 7th October 2020.

Interviews:

The provisional date for interviews is **Wednesday 14th October 2020** at the TDC Office - Community Base, 113 Queens Road, Brighton, BN1 3XG.

There will also be the option of conducting interviews online due to the current Coronavirus pandemic. All shortlisted candidates will be given their preference of interviewing online or in person.

TDC values the diversity of transferable and equivalent skills and if you would like to have an informal discussion with regards to this role and the person specification then please contact:

Jo Winyard TDC's Operation's Manager jowinyard@trustdevcom.org.uk.

TDC is committed to achieving greater diversity in its Staff Team and welcomes applications regardless of sex, gender, race, age, sexuality, belief or disability.

Thank you for considering applying.

Good luck!

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