

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults



Job Description – Administrator/Bookkeeper

Job Title: Administrator/Bookkeeper
SCP: 7 – 11
Responsible to: Business Manager

Purposes of the job:

- ◆ To work as a member of the admin team, carrying out bookkeeping and giving administrative support to the staff, volunteers and trustees of Home-Start Kirklees
- ◆ To support the efficient administration of the Home-Start office

Main Duties will include the following:

- ◆ Paying volunteer and staff expenses against approved claim forms
- ◆ Paying invoices / maintaining direct debit payments
- ◆ Raising invoices for payments due, chasing payments where necessary
- ◆ Reconciling bank and charge card statements monthly
- ◆ Reconciling other statements as and when necessary (savings accounts)
- ◆ Inputting all financial activity into Quickbooks; posting transactions and allocating costs to correct projects and areas of spend. Scanning and uploading receipts / expense claims / invoices / bank statements to Quickbooks
- ◆ Maintaining and reconciling the office petty cash systems – core and group petty cash
- ◆ Manage bank balances and move funds between accounts as required to keep within FSCS limits
- ◆ Banking; paying in of cheques and withdrawal of petty cash
- ◆ Responsible for managing purchases on charge card, ensuring paperwork correct for all purchases made
- ◆ Manage administration of donations (eg Giants Lottery Bonanza)
- ◆ Gift Aid reclaim
- ◆ Liaise with external supplier, providing accurate detail and information in order to process staff payroll
- ◆ Ensure new employees are auto-enrolled into Friends Life pension scheme if eligible. Send auto enrolment letters to new employees
- ◆ Manage generic info@ and NHS.net email accounts daily to retrieve new referrals. Ensure referrals are processed quickly and accurately within required timescales. Send referral acknowledgement to family / referrer.
- ◆ Create family and family member records on Charity Log in timely manner; log referral into pre-support project. Scan and upload all relevant documents to Charity Log records.

- ◆ Manage Google Forms to retrieve submission of volunteer diaries; input volunteer diaries on Charity Log
- ◆ Input attendance at group sessions onto Charity Log
- ◆ Check staff usage of Charity Log monthly to ensure they are inputting correctly. Correct errors and provide ongoing training and support to staff with errors and issues
- ◆ Provide analysis of monthly referrals into the service including ad hoc reporting for SMT from Charity Log.
- ◆ Manage process for ensuring paper / electronic archived files are shredded / anonymised in line with retention policy
- ◆ General office duties, including word-processing, logging post, photocopying, filing and mailing
- ◆ Keeping the office diary and maintain supplies of forms, stationery etc
- ◆ Support towards the recruitment and support of volunteers as required
- ◆ Communicating effectively with all stakeholders, liaising with referrers and answering queries
- ◆ Organisation of lunches, refreshments for events / meetings etc
- ◆ Responsible for post (eg special delivery, weighed items) and ensuring adequate supply of stamps
- ◆ Product sourcing, processing orders and maintaining cost overview for Tackling Child Poverty initiative
- ◆ Product sourcing, processing orders and maintaining cost overview for School Readiness projects
- ◆ Produce and collate all materials for volunteer prep courses; initial folder with contents, plus weekly handouts
- ◆ Manage the clearance process for all new volunteers, trustees and staff, including obtaining references and initial DBS checks
- ◆ Proactively manage 3 yearly renewal of DBS checks for existing volunteers, staff and trustees. Maintain log of DBS checks sent
- ◆ Process trustee application forms, ensuring references are in place and new records created on Charity Log. Preparation of Trustee induction materials as required
- ◆ Deputise for Health & Safety lead

Provide assistance to the Business Manager with:-

- ◆ ensuring IT and office computer systems are fully operational, regularly maintained and have back up
- ◆ the planning and organisation of key events e.g. AGM, Christmas party.
- ◆ provide support for the recruitment of new staff

- ◆ producing newsletters and publicity materials
- ◆ statistical reports as and when required including monthly, quarterly or annual reports to funders and commissioners.

Updated May 2023

Person Specification – Administrator / Bookkeeper

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Administrator/Bookkeeper

This form also indicates how the different requirements may be assessed during the selection process: A=Application Form, I=Interview, E=Exercise

Essential	Desirable	Method of Assessment		
		A	I	E
Education and Qualifications				
Good general standard of education, especially in English and Maths	Qualification in office practice	✓	✓	
Experience and special requirements of the job				
Recent experience in an administration role; maintaining accurate and detailed records for monitoring and evaluation purposes	Experience of working within a voluntary organisation	✓	✓	
IT literacy including all Office 365 software (Outlook, Excel, Word, Publisher and PowerPoint)		✓	✓	
Ability to undertake basic book keeping	Experience using accounting software, eg Quickbooks Experience of handling petty cash	✓	✓	
Commitment to Equality, Diversity and Inclusion and to the rights and values of each individual	Training in Equality, Diversity and Inclusion	✓	✓	
Acceptance and sensitivity for the need for professional confidentiality		✓	✓	
Ability to establish and maintain effective relationships with a wide variety of people	Experience of working with volunteers Experience of working with a small team	✓	✓	
Ability to maintain high standards of IT security and data protection	Training in data protection	✓	✓	
Ability to manage and maintain high standards of personal information handling		✓	✓	✓
Ability to challenge colleagues where appropriate in order to maintain accurate admin records.		✓	✓	
	Knowledge of health and safety law	✓	✓	
Working in partnership and in the				

wider context				
	Marketing and social media skills	✓	✓	
Self-Management/personal attributes				
Good Interpersonal skills		✓	✓	✓
Excellent written and verbal communication skills		✓	✓	✓
Ability to work on own initiative & prioritise workload		✓	✓	✓
A positive and creative approach to tackling tasks		✓	✓	✓
Commitment to good safeguarding practice		✓	✓	
Negotiating skills		✓	✓	
Voluntary sector				
Ability to support the scheme in maintaining support to volunteers	Experience of supporting volunteers	✓	✓	
Special Requirements				
Eligibility to work in the UK		✓	✓	
Willingness to access training opportunities		✓	✓	
Ability to work flexibly, some evening or weekend work if applicable		✓	✓	
Car driver and use of a car	Understanding of the needs of families with young children.	✓	✓	

Reviewed May 2023