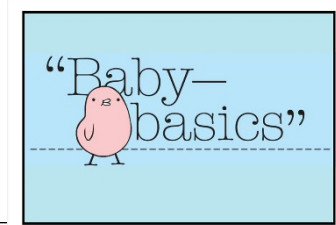


## Job Description

**TITLE: Baby Basics Finance Administrator (UK & Sheffield)**



### **OVERVIEW:**

The Baby Basics Finance Administrator will support with general financial administration for Baby Basics UK & Baby Basics Sheffield, as well as some basics administration duties to support the CEO & National Operations Director.

The role will require good financial, administrative and communications skills.

The post holder will be line managed by the Baby Basics CEO.

### **KEY SKILLS:**

- Some knowledge of Baby Basics operations across UK and willingness to learn more.
- Knowledge of financial reporting framework for Charity Commission.
- Grant Financial Monitoring
- Ability to manage multiple finance streams
- Ability to plan & organise tasks.
  
- Good Computer skills.
  
- Strong interpersonal skills
  
- Good Communication - both written and oral.
  
- Good organisation and time management skills.
- Ability to work as part of a team.
  
- Willingness to work flexibly on occasions.
- Knowledge & Skills of Xero Accounting System would be advantageous.
- Experience of Minute taking for meetings would be advantageous
- Experience of working with or alongside external agencies and / or the voluntary sector would be advantageous.

### **PERSONAL ATTRIBUTES**

- Support the Christian values of Baby Basics UK
- Ability to work both on own initiative and as part of a team.
- Ability to work under pressure and to deadlines.
  
- Honesty and integrity.
  
- Dedication and commitment.
  
- Value all the people who come into contact with or work in Baby Basics.

## **SPECIFIC DUTIES & RESPONSIBILITIES:**

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### ***General***

**To support Baby Basics UK & Baby Basics Sheffield to keep timely & accurate financial records.**

- ◆ Manage reconciliation of Bank Accounts with Xero Accounting Software.
- ◆ Prepare payroll information for external payroll company
- ◆ Monitor & report on grant budgets
- ◆ Support the CEO in yearly accounts preparation.
- ◆ Support the CEO in yearly Budget Setting.
- ◆ Process payments & orders for projects.
- ◆ Carry out general admin tasks to support the CEO & National Operations Director
- ◆ Take minutes at Board of Trustee Meetings
- ◆ To support events for Baby Basics UK.
- ◆ To work closely & communicate effectively with other all staff team & volunteers.

**Hours:** 16 hours per week

**Holiday:** 25 days plus Bank Holidays pro rata

**Pay:** £13.50 per hour (7% pension contribution)

### **To apply**

Please send CV & Covering letter explaining how your experience makes you the right person for this role to [cat.ross@baby-basics.org.uk](mailto:cat.ross@baby-basics.org.uk)

Any application sent without a covering letter will not be considered.

### **Closing Date for Applications**

16th August 2024

### **Interview Date**

6<sup>th</sup> September 2024