



## Finance & Administration Officer

22.5 hours per week (over 3-5 days per week)

£17,867 - £18,819 pa plus 8% pension contribution  
(Full-time equivalent £29,777 - £31,364)

NJC Pay Scale 19-22

16 days annual leave (Full-time equivalent 27 days)

Reports to Charity Coordinator

### Overall Job Purpose

To manage My Life My Choice's (MLMC) day-to-day finances providing financial information to the MLMC Coordinator and other MLMC staff on request. To offer administration support to the Charity Coordinator, support to the project team, and manage the day to day running of the office (this does not involve any people management).

In line with the values and mission of My Life My Choice (MLMC) the role will involve working together with people with learning disabilities in order to deliver a high-quality service.

MLMC's projects are...

- **Travel buddy** – a project whereby adults with learning disabilities are paid to support their peers to travel independently using public transport, bicycle, or on foot
- **Power Up** – a team of paid people with learning disabilities are supported to conduct research, campaigns, inspections, consultancy and training for peers and professionals
- **Gig Buddy** - volunteers support people to get out & take part in activities they enjoy. A user-led nightclub and the Health Buddy project form part of this work
- **Computer Buddy** – providing free devices for those without and training support for these and others
- **Monthly self-advocacy groups** where members meet their friends, discuss their lives, speak up, and gain new knowledge/skills
- **Champions** who lobby, campaign and act as consultants on local and national committees/forums in order to impact on policy and good practice.



# Job Description

## Main Responsibilities & Tasks of the role

Working under the direction and support of the Charity Coordinator...

- Manage and monitor all monetary transactions, which include, but are not limited to the following: deposit all funds received, pay bills, administer petty cash, pay salaries and reconcile bank accounts
- Provide accessible financial information to trustees and other workers as required
- Issue invoices to customers for services provided by MLMC. Monitor and pursue unpaid invoices
- Prepare budgets and financial reports in consultation with the Charity Coordinator and trustees
- Monitor expenditure against budgets (maintain income and expenditure accounts)
- To liaise with the Charity Coordinator and external accountant in finalising the charity's authorised annual accounts
- Prepare audit file
- Execute year end procedures
- Internal and external liaison on all financial matters of the organisation
- Maintain the pension payments and update computer records
- Reconcile VISA card transactions with accounts records
- Pay employees and run payroll
- Be the main point of contact for HMRC, MLMC current bank account, and MLMC savings and investment accounts

- Provide float and monitor takings for monthly Stingray nightclub event
- Monitor and purchase stationery, printer and franking machine supplies. Responsible for managing service-providers and organising repairs
- Administer MLMC employee Health Plan and Life Assurance provision
- Negotiating and securing the necessary insurance for the charity
- Liaise with MLMC Landlord to ensure timely attention to repair issues and any other accommodation related matters
- To ensure MLMC office is clean, safe and tidy. Coordinate the office freelance cleaner
- To be responsible for the safe keeping of MLMC's equipment
- To identify and purchase office equipment when agreed with the Charity Coordinator e.g. laptops
- Occasional administration support for the Charity Coordinator
- Attend MLMC meetings as required

### Generic

- To undertake any other organisational duties as may from time to time be required.
- Assure the organisation and its mission, programs and services are consistently presented in a strong, positive image to relevant stakeholders. Representing the charity with its members at key forums and meetings
- To observe MLMC's Equal Opportunities Policy
- To observe strict confidentiality with regard to MLMC's records and information
- To observe MLMC's Health and Safety Policy
- The role may, at times, involve some weekend and evening work



# Person Specification

## Experience and skills

### Essential

- Accounts or bookkeeping experience
- Ability to run an end to end payroll using a computerised system including HMRC and year end reporting
- Excellent administration skills
- Good knowledge of Microsoft packages e.g. Excel, Word
- Good organisational and numerical skills
- A commitment towards making information accessible
- Ability to identify efficiencies and challenge existing working practices
- Commitment to the practice of empowering people with learning disabilities to have choice and control over their lives.

### Desirable

- Experience with a computerised accounting package, ideally QuickBooks or similar
- Accounts or bookkeeping qualification
- Experience and knowledge of working with people with learning disabilities
- Experience and knowledge of self-advocacy
- Experience of working in the charity sector especially in a financial capacity
- Knowledge of Google Shared Docs and Google Drive

# Key responsibilities applicable to all staff

## **Training and development**

To undertake training and development activities as agreed with the Charity Coordinator for personal development related to the post, if necessary.

## **Health & Safety**

Ensure that all work is undertaken in accordance with safety legislation rules and regulations. To follow procedures and be aware of matters that relate to the duties of the post.

## **Use of Resources**

Ensure value for money and best use of resources in all activities related to the post.

## **Comply with My Life My Choice's values:**

- All projects are led by people with learning disabilities
- We value and use people's skills and then achieve great things with exciting projects
- We encourage and empower people with learning disabilities to achieve the best they can
- We work with communities in Oxfordshire to get real change for people with learning disabilities
- People with learning disabilities make decisions in the group or community
- We campaign for positive change
- We involve people in activities and roles, so they can further develop their skills and confidence
- We involve people in seeing the way forward and the changes needed to get there
- Our staff are expected to be passionate about, and proud of their role. Team working is fundamental to our standards, by assisting others and taking on additional responsibilities / tasks if necessary. We are also results driven, pro-active, committed and self-motivated to achieving targets, embracing accountability for our own actions.

# This is a summary of the main terms and conditions

**Job Title**                      **Finance & Administration Officer**

**Location**

This post is based at Watlington House, Watlington Road, Cowley, Oxford, OX4 6NF.

**Salary**

£17,867 - £18,819 (Full-time equivalent £29,777 - £31,364). This is equivalent to NJC pay scale 19-22. Salaries are reviewed annually as at 1<sup>st</sup> April.

**Hours of work**

You will normally be expected to work 22.5 hours over 3 days a week, but alternative arrangements may be negotiated prior to contract offer.

**Benefits**

- **Pension** - You will be enrolled in the MLMC's staff pension scheme and MLMC will contribute equivalent to 8% of your earnings which is 5% more than the statutory requirement
- **Holidays** - Holiday entitlement for this post is 27 days per annum (plus bank holidays) pro rata; additional leave entitlement pro rata after 2, 5 and 10 years' service.
- **Flexible working, working from home & Time off in Lieu (TOIL)** - There is an ability to work flexible hours, take TOIL and home working is considered
- **Health care plan** – Claim up to £1,650 towards such health costs as dental, optical, health screening, and therapies. Included is a counselling, information and advice service for employees.
- **Life Assurance** – Up to four times annual salary paid to dependents upon employee death in service
- **Additional** – Weekly office fruit basket, £100 pa towards a health and wellbeing activity, and cycle to work scheme (save up to 40% on cost of new bike)
- **Staff parking** – Free of charge, dedicated parking spaces available although we encourage staff to walk, cycle (we have bike racks), and/or use public transport
- **Business mileage** paid to private car users at official HMRC rate of 45p per mile.

# Information for Candidates

## **Interview and Selection**

A panel including members from the MLMC Board of Trustees will carry out interviews.

## **References**

If offered the position, one of the 2 references must be from your current or most recent employer and the referee should be either your line manager or the personnel department.

## **Declaration**

The post involves working with vulnerable people and My Life My Choice will seek clearance from the Disclosure and Barring Service (DBS) prior to your starting.

## **Right to work in the UK**

It is an offence to knowingly employ anyone who does not have the right to work in the UK. If, after interview, you are offered this job you will need to prove your right to work in the UK.