

GOLEUDY

Job Description

Job Title:	Corporate Services and Finance Assistant
Reports to:	Head of Finance and Corporate Services
Location:	Head Office, Swansea
Hours:	35 hrs per week

JOB PURPOSE

Reporting to the Head of Finance and Corporate Services, the Corporate Services and Finance Assistant (CSFA) will support the organisation's Corporate Services, administration and finance functions.

The CSFA will contribute to ensuring that the Charity's central services department functions well, is fit-for-purpose and supports the overall aims of the Charity.

The post-holder will work closely with the senior leaders in the Charity and other members of the Central Services team to deliver outputs that are accurate and prepared in an efficient, effective and timely manner.

As part of the Central Services team the CSFA will positively influence Goleudy's culture by role-modelling resilience, professionalism and a strong team ethic, demonstrating excellent attention to detail and a quality-driven approach.

The CSFA is an important role within the Corporate Services Team that performs many crucial processes. This is an exciting and varied role requiring initiative and autonomy within a small but growing team.

PRINCIPAL DUTIES AND RESPONSIBILITIES

CORPORATE SERVICES

1. To support the function of the organisation's head office. This will include contributing to the building's risk assessment, liaising with the Facilities department on maintenance issues and liaising with cleaners.
2. To manage the relationship with security and key-holding companies.
3. To help manage the control of all keys for the Customs House, including the allocation and recording of keys for the premises to staff working from the building.
4. To maintain the staff sign-in sheet, the visitor's logbook and duty sheets, in line with the organisation's health and safety procedures.
5. To ensure that all areas are kept neat and tidy and that a professional image is presented at all times.

6. To be responsible for all outgoing and incoming mail processes.
7. To assist with organising events, training and meetings e.g. liaising with facilitators and staff to ensure that room layout and IT provision are set up appropriately; organizing and facilitating the provision of catering, where required.
8. To maintain the central calendar for events/room bookings and ensure that the information is published for all staff to view.
9. To ensure that all office equipment is in working order and liaising with suppliers if required.
10. To ensure that stationery and other office consumables are managed correctly.
11. To assist with the day to day management of the organisation's archiving system: indexing files, monitoring data retention in line with legal requirements and organising confidential disposal.
12. To carry out any other administrative functions required by the organisation's leadership team.
13. To promote the charity via Social Media.
14. To assist with elements of the Charity's IT function, such as supporting the distribution and collection of equipment from staff and assisting with maintaining the central IT inventory stock and user list.
15. To assist with internal Data Protection auditing and reporting in accordance with Goleudy procedures.
16. To support the Head of Finance and Corporate Services with leading the Charity's quality management function, alongside departmental colleagues. This will include contributing to the management of the organisation's policy framework, undertaking system administration, conducting and co-ordinating internal and external audits and liaising with senior colleagues.
17. To support the Charity's tendering function, where required.
18. To assist with the organisation's board governance processes, including organising, co-ordinating and minuting meetings, corresponding with Companies House and Charity Commission on changes, and managing board member information.

FINANCE

19. To contribute to the processing, in an efficient, timely and accurate manner, of financial transactions and prime documents such as purchase invoices, delivery notes and sales invoices.
20. To assist with internal Financial auditing and reporting in accordance with Goleudy procedures.

21. To carry out processing tasks as required, such as credit control, banking, supplier payments, processing and reconciliation of petty cash transactions, maintaining approved supplier records, recording donations, etc.
22. To support the finance function with the collection and processing of personnel and payroll information, as required.
23. To assist with purchasing for head office projects such as stationery, refreshments and equipment, ensuring that the organisation achieves best value for money wherever possible.
24. To contribute to the organisation's Value for Money (VFM) strategy to ensure added value is always achieved through appropriate budget management and so the organisation can maximise opportunities for savings.
25. To identify and manage initiatives to continuously improve the function of the department and contribute to the organisation's strategic goals.

OTHER DUTIES

26. To support multiple complex projects at once, with a focus on achieving agreed objectives on time and within budget.
27. To comply with Health and Safety regulations and the Charity's working procedures.
28. To establish and maintain good working relationships both within the organisation and with the organisations' stakeholders and customers.
29. To ensure that all relevant work areas comply with requirements set out in the organisation's Data Protection, Privacy and Confidentiality Policy.
30. To be able to work in a busy environment and maintain a sensitive and sympathetic manner.
31. To provide a high quality, responsive service to both internal and external customers, over the telephone, in person and by email.
32. To contribute to initiatives that support Goleudy's LEAN working practices.
33. To keep up to date with all current relevant policies and changes that may affect the organisation and wider sector.
34. To undertake training as required, whether identified by self or others in the organisation.
35. To carry out any other duties reasonably determined by the Finance Director or Head of Finance and Corporate Services.

Corporate Services and Finance Assistant

Person Specification

1	Skills	E/D
1.1	Strong communication skills with the ability to engage and build strong relationships at all levels	E
1.2	Good planning, prioritising and organisational skills and able to take personal responsibility to deliver agreed outcomes	E
1.3	Demonstrates resilience and flexibility and shows courage whilst maintaining high performance even when under pressure	E
1.4	Demonstrates a quality driven approach to tasks, with attention to detail/accuracy/high performance standards	E
1.5	Good IT skills – Microsoft Excel, Outlook, etc.	
1.6	Ability to multi-task high level tasks and projects	E
1.7	Ability to communicate in Welsh	D
2	Knowledge and Qualifications	E/D
2.1	Understanding of the requirements of GDPR and related data protection legislation	E
2.2	Understanding of requirements of maintaining the ISO9001 quality accreditation	E
2.3	Understanding of Charity Governance processes	E
2.4	Car Owner in possession of full driving licence and Business level insurance.	D
3	Behaviours	E/D
3.1	Possession of a strong work ethic an enthusiastic approach and personal resilience	E
3.2	Commitment to uphold the Goleudy way of doing things to support our culture	E
3.3	Demonstrating behaviours that are entirely consistent with the organisation's values	E
3.4	Being a positive role model for all our colleagues	E
3.5	Willingness to take ownership and responsibility – never walking past a problem	E
3.6	A good team player, ready to offer support and respond to ad hoc requests for help from colleagues	E
3.7	Professional and confident approach when dealing with a wide range of people.	E

Key: Essential E

Desirable D