

## **JOB DESCRIPTION**

JOB TITLE - NEWCIS  
Administration/Finance Officer

SALARY	National Joint Council for Local Government Services SCP 19per annum £17,802 plus 6% pension contribution <b>Currently subject to job evaluation.</b>
HOURS	37 hours per week
DURATION	Funded to 31 March 2015
EMPLOYER [NEWVOL]	Denbighshire Voluntary Services Council
REPORTING TO	NEWCIS Senior Development Officer
LOCATION	NEWCIS Flintshire

### **1 AIM**

To provide a high quality finance and administrative support service to NEWCIS in Flintshire.

### **2 MAIN TASKS**

2.1 Work with the NEWCIS Senior Development Officer and DVSC's Finance Manager to develop and maintain robust financial monitoring systems within the NEWCIS service in Flintshire for the Opening Doors for Carers project.

2.2 Work with the NEWCIS Senior Development Officer to develop and maintain robust administrative systems within the NEWCIS Flintshire Opening Doors for Carers project.

2.3 Work with the NEWCIS Senior Development Officer to develop and maintain appropriate monitoring and evaluation systems to track the agreed outcomes of the Project.

2.4 Liaise with all partners of the Opening Doors for Carers project

- to ensure suitable records are maintained and documentation submitted to NEWCIS to set deadlines.
- 2.5 Prepare and record minutes and agenda for the projects steering group meetings.
- 2.6 Use spreadsheets (Microsoft Office Excel or similar) to record financial transactions.
- 2.7 Design new spreadsheets as necessary to meet NEWCIS requirements
- 2.8 Use Microsoft Office Word or similar to compose letters and design templates.
- 2.9 Maintain the projects database and records of statistical information, collect and analyse statistical information and report to the NEWCIS Senior Development Officer and Manger.
- 2.10 Work alongside, liaise with and support volunteers who will be recruited to assist with the new carer services. Ensuring a comprehensive training package is available for all carer or past carer volunteers.
- 2.11 To arrange for CRB checks for all new carer and past carer volunteers and to keep CRB records up-to-date.
- 2.12 To undertake the production of promotional materials including leaflets and posters. Produce articles for the NEWCIS Newsletter and media.
- 2.13 Undertake any other duties and responsibility commensurate with the post

### 3 PERSON SPECIFICATION

	Essential	Desirable
<b>3.1 EDUCATION/QUALIFICATIONS</b>		
3.1.1 Good level of education evidenced by school/college qualifications relevant to the post applied for.	✓	
<b>2 EXPERIENCE</b>		
3.2.1 Experience of using Microsoft Office applications, e.g. Excel, Access, Word	✓	
3.2.2 Experience of basic computer maintenance/problem solving	✓	
3.2.3 Experience of working within a finance environment	✓	

3.2.4 Experience of undertaking administrative duties	✓	
3.2.5 Experience of working in a small office team		✓
3.2.6 Experience of maintaining project monitoring systems		✓
3.2.7 Experience of working within a customer service environment		✓
3.2.8 Experience of developing administrative/financial reporting systems		✓
3.2.9 Experience of working with volunteers		✓
3.3 KNOWLEDGE		
3.4.1 Able to take on responsibilities and work with minimum supervision	✓	
3.4.2 Able to analyse financial and other information quickly and concisely	✓	
3.4.3 Excellent communication skills, verbal and written	✓	
3.4.4 Able to work to tight timescales	✓	
3.5 PERSONAL		
3.5.1 A good team player with a flexible and mature approach to work - delivery driven and prepared to “go the extra mile	✓	
3.5.2 Customer focused with excellent accuracy and attention to detail	✓	
3.5.3 Enthusiastic and self starting – able to manage uncertainties	✓	
3.5.4 Ability to initiate work and provide a constructive, problem solving approach to tasks	✓	
3.5.5 Able to attend out of hours meetings and to travel	✓	
3.5.6 Must have access to car.	✓	
3.5.7 Post is subject to an enhanced CRB check	✓	

Employee certification:

I accept that the above job description and person specification will be a true reflection of my duties and responsibilities at NEWCIS.

Signed:..... Date:.....

Countersigned by Line Manager:

I agree I have discussed the job description and person specification with ..... and am satisfied that it accurately describes the duties and responsibilities attached to the post.

Signed:..... Date:.....