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**Finance and Admin Officer**

**About Trailblazers Mentoring**

Established in 1998, Trailblazers is a national charity set up to mentor young offenders (aged 18-30), with the primary objective of helping to reduce their re-offending. Through weekly 1 hour, 1:1 mentoring sessions – both inside prisons and “through the gate” once they are released – we aim to educate, encourage, and inspire our mentees to change their future and make a positive impact on their communities. More information can be found at [www.trailblazersmentoring.org.uk](http://www.trailblazersmentoring.org.uk)

Our projects are located in the West Midlands, Buckinghamshire and London.

**Role Summary**

This part-time role sits at the heart of the organization, supporting both the core team, and our regional projects. Reporting to the CEO, you will be responsible for looking after the financial and administrative functions of the organization, as well as giving direct support to volunteers, staff and the board of trustees.

As the role is remote and often lone-working, it would suit a resourceful candidate, skilled in finding solutions to issues independently, and using their excellent communication skills with a remote workforce.

**Location:** Home based with ability to travel to project locations on occasion.

**Hours:** 15 hours per week, over 4 or 5 days. Occasional work outside of normal hours will be required (approximately once per quarter), to provide support at trustee meetings. A TOIL policy will operate.

**Main tasks and activities**

*Administrative tasks*

* Respond to all enquiry emails and calls.
* Ensure the timely production of meeting papers, reports and minutes.
* Maintain accurate and up-to-date filing systems and records.
* Support the production of monthly operations reports.
* Provide emergency care vouchers for service users.
* Manage purchases, insurances, memberships and other contract renewals.
* Filing returns on the Charity Commission and Companies House websites.
* Creating and configuring spreadsheets (including graphs, look ups and reporting functions).

*Finance tasks*

* Month-end bank reconciliation.
* Conducting financial admin including processing expenses, filing invoices, and communicating with our accountants.
* Making purchases on behalf of staff and volunteers.
* Online banking and lodging cheques on behalf of the organization.
* Monitoring and reporting fundraising and grant income.
* Supporting the production of monthly cashflow, annual budget and year-end accounts.

*HR*

* Administering all HR processes including recruitment, DBS checks, annual leave, sickness absences, payroll and induction.
* Liaising with our HR support service to ensure Policy & Procedures are in line with current legislation and best practice.

*Fundraising Administration*

* Provide support to the Fundraising Manager in supplying figures for applications and reports to charitable trusts.
* Assisting with fundraising communications.
* Manage fundraising spreadsheets.
* Assist with fundraising events and socials.

The successful candidate with also be expected to undertake any other responsibilities commensurate with the role.

**Skills/Experience Required**

**Essential:**

* Relevant experience in finance and office management.
* Highly organised in terms of administration and task management.
* Resourceful and independent in problem-solving and finding solutions.
* Good communication skills, with a friendly and personable manner.
* Knowledge of Xero or similar accounting system.
* High level of competency with Microsoft Excel and Microsoft Word.
* Excellent verbal and written communication skills.
* Ability to work independently, manage competing priorities and ensuring deadlines are met.
* Strong attention to detail.
* Flexible and willing to support the work of other staff members and volunteers.

**Desirable:**

* AAT Level 2 or 3, or studying towards those qualifications.
* Experience using Salesforce.
* Knowledge and/or experience of the voluntary and community sector.
* Experience of report writing and data collection for funding applications.

**Remuneration:**

* Salary range: £26,000 – £28,000 (pro-rata).
* Pension - automatic enrolment into pension scheme after 3 months.
* Holiday - 23 days plus bank holidays (pro-rata).
* Access to the organizations Employee Assistance Programme and charity worker discount schemes.

*The successful applicant will be required to apply for an enhanced disclosure from HMPS Shared Services. Such checks are impartial and confidential and give details on an individual’s criminal record and where appropriate gives details of those who are banned from working with children or vulnerable adults. The role is also subject to a 6-month probation period.*

**Applicants should send their CV and covering letter for the attention of Julia Alexander to** **[info@trailblazersmentoring.org.uk](mailto:info@trailblazersmentoring.org.uk). If you have any questions, you are welcome to get in touch.**

**Closing date for applications is 12th March. Interviews will be held in the week commencing 20th March.**

Trailblazers Mentoring is committed to equality and diversity and strongly encourages applications from BAME groups.