

JOB DESCRIPTION: FINANCE & OPERATIONS ASSISTANT

REPORTS TO:	Finance & Operations Director
DEPARTMENT:	Finance & Operations
DIRECT REPORTS:	None
HOURS OF WORK:	16 hours per week
LOCATION:	Loughborough Office (Currently Home Based due to the pandemic)

KEY RELATIONSHIPS

To maintain excellent relationships with:

- AD clients/service users, contractors, social services, providers, partners and local authorities.
- AD Chief Executive, Head of Finance, Finance & Operations Manager and Executive Leadership/Management teams.
- All AD staff.
- All other related departments and sections within AD.

SCOPE

The Finance & Operations Assistant provides financial and administrative support within the Finance and Operations function of Action Deafness.

Working with staff from across all departments of the organisation, the Finance & Operations Assistant will be expected to ensure accurate data entry and accounting for both internal and external purposes.

RESPONSIBILITIES AND DUTIES – Including but not exclusively limited to:-

- Provide financial and operational administrative support to the Director of Finance & Operations.
- Process and handle data required as part of accounting and operations function.
- Process and record accounts payable and accounts receivable transactions within Sage (or other financial software package).
- Liaise with other departments/stakeholders to obtain information and process invoices as required.
- Maintain and update internal systems with appropriate financial data including customer and supplier accounts.
- Monthly credit control.
- Participate in financial and operations audits where appropriate and attend relevant meetings in liaison with your line manager.
- Assist with the implementation and ongoing review of best value, ensuring costs are kept to a minimum.
- Ensure supplier evaluations and preferred supplier registers are maintained.
- Ensure contract information is maintained as appropriate.
- Assist with review and implementation of financial and operational policies and procedures.
- Help maintain the Information Asset Registers to ensure GDPR compliance.
- Administrative duties relating to the general operation of the Organisation as required.
- Other administrative duties within the wider organisation as and when required.
- To provide appropriate cover in the absence of the Finance & Operations Officer.

- To assist in the delivery of consistent high-quality services by fully participating with and actively supporting colleagues at Action Deafness.
- To provide cover to frontline team staff members where appropriate.
- To ensure the delivery of a professional approach and service by providing reports, attending supervision, appraisals, internal and external meetings, training and conferences when required.
- To represent Action Deafness in external forums as agreed by your line manager.
- To abide by and promote the visions and values of the organisation through the observation and implementation of all company policies
- To undertake any other duties as reasonably required to do so.

REQUIRED SKILLS

Essential:

- Excellent organisational and multitasking abilities with flexibility and adaptability.
- Outstanding communication and teamworking skills.
- Excellent analytical and numerical skills.
- Strong time management skills.
- Strong ethics with the ability to manage confidential data.
- Strong administration skills.
- Strong attention to detail.
- Proficient in MS Office, particularly Excel.

Desirable:

- Knowledge of financial and accounting procedures.
- Experience using financial software.

REQUIRED COMPETENCIES

Core Competences	Outcomes
<p>Self-Awareness and Management</p> <p><i>Definition:</i> Self-awareness is an understanding of your own emotions and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.</p>	<ul style="list-style-type: none"> • Understand the need to be strong and positive in the face of adversity but also recognise areas of one's own weaknesses and when to seek guidance and support. • Seek feedback and consider it carefully. • Look for appropriate opportunities to improve areas of weakness. • Manage emotions so as to minimise negative impact on others. • Consider approach at meetings to suit needs of others, rather than own preferences. • Demonstrate critical reflections of own practice and behaviour by regularly seeking feedback from peers and managers. • Highly self-motivated and able to work under own initiative and direction, as well as under guidance, to achieve stated objectives within the necessary timescales.
<p>Leadership and Management</p> <p><i>Definition:</i> Leading, encouraging, inspiring and supporting</p>	<ul style="list-style-type: none"> • Communicate and gain stakeholder commitment to AD's vision in accordance with the corporate strategy. • Provide positive leadership traits and able to inspire and influence stakeholders.

<p>others to develop confidence and capability to help them realise their full potential. Managing resources and holding others accountable.</p>	<ul style="list-style-type: none"> • Demonstrate personal integrity whilst dealing with colleagues and stakeholders. • Able to actively listen and influence others. • Continuously seek and/or encourage others to seek opportunities for different and innovative approaches to addressing organisational problems and opportunities. • Ensures Health and Safety guidelines are adhered to, to mitigate risk.
<p>Relationship Building and Team Working <i>Definition:</i> <i>Building bonds with others to work collaboratively across organisational boundaries and using these to persuade or gain support to achieve positive outcomes and goals for Action Deafness.</i></p>	<ul style="list-style-type: none"> • Demonstrate collaborative team working through integrity and behaviours. • Demonstrate positive and constructive collaboration between colleagues to contribute towards a positive team-working environment. • Identify relationships that are not strong, meet the individual(s) concerned to establish why and initiate actions to build and enhance the relationship(s). • Challenge others with respect and courtesy. • Create new opportunities for individuals to work together, break down barriers that may get in the way of effective team working. Challenges others to do the same.
<p>Innovation and Flexibility <i>Definition:</i> <i>The ability to formulate new ideas or to adapt or use existing ideas in a new or unexpected way to solve problems, and to think ahead to spot or create opportunities and maximise them.</i></p>	<ul style="list-style-type: none"> • Is innovative, proactive and solution-minded. • Is prepared to consider changes to own practices. • Responds to new ideas by discussing why they might work instead of telling others why they won't work. • Is willing to investigate options in depth, even when they are the ideas of others. • Works in a flexible and agile manner to meet the needs of members, clubs, coaches, volunteers, officials and colleagues.

ADDITIONAL INFORMATION

- The post holder must maintain the appropriate standard of confidentiality and comply with Action Deafness's Rules, Policies and Procedures.
- Personal circumstances must allow the candidate to work extended hours on occasions during times of peak activity including evenings and weekends.
- This Job Description may be subject to change at the discretion of Action Deafness and in accordance with business developments. Any changes will be communicated to and consulted with the post holder appropriately.