



LATIN AMERICAN WOMEN'S AID (LAWA)

JOB DESCRIPTION

Position	Administrator & Finance officer
Line manager	Director
Salary	£24,720 - £27,126 depending on experience
Hours	35 hours per week
Job purpose	<p>To enable Latin American Women's Aid (LAWA) to adequately conduct its business, and more specifically, to deliver and organize an effective and comprehensive service.</p> <p>To ensure that effective administration systems are in place to enable easy access of information, whilst maintaining confidentiality in all matters relating to LAWA.</p> <p>This position is open to job sharing where either position could have a special focus on Admin or Finance.</p>
Requirement	In light of the nature of work and focus of LAWA, the organisation considers the candidate's race and gender , to be an occupational requirement in accordance with Parag 1, Schedule 9, of the Equality Act 2010.

Main Duties:

1. To ensure the smooth running of LAWA offices and day-to-day administration. Including refuge offices.
2. Collect, record and distribute mail.
3. To organise staff meetings and minutes taking.
4. To be responsible for the equipment at LAWA, including up-keep and repair. Liaising with our IT support, when required and ensure update anti-virus programmers and Word licenses for all LAWA's PCs are up to date
5. To answer telephone enquiries and calls and to ensure these are dealt with appropriately, including following internal procedures for calls.
6. To be responsible for ordering office supplies, stock, stationery and equipment.
7. To develop and be responsible for the maintenance of effective filing systems.
8. To be responsible for the continuous improvement and maintenance of electronic and manual records on issues regarding personnel, office administration and membership.
9. To be responsible for keeping and updating membership records of LAWA.
10. To work with the Director to prepare accurate statements of expenditure/financial reports for submission according to the requirements of the funding agreement.
11. To maintain up-to-date manual and electronic filing systems, electronic data and hard copy supporting evidence of expenditure.
12. To collate and submit additional supporting evidence including timesheets, evidence of incurring costs, invoices and other records as required by the funders.

13. To liaise with, and to provide support and information to the financial consultant supporting LAWA with the overall financial management.
14. To carry out any other tasks as may be required to support the development of the organization.

FINANCIAL RESPONSIBILITIES

General Financial responsibilities

1. To be responsible for keeping financial records of transactions, including overall responsibility for petty cash including refugee petty cash in liaison with the Refugee Manager.
2. Responsible for liaising with the bookkeeper of the organisation.
3. To be responsible for the approval and prompt payment of bills, rent, services and other items of recurrent expenditure.
4. Prepare documentation for yearly Audit.

Refuge Rent and Housing Benefit:

5. Collect rent from Refugee residents and produce monthly rent statements for them.
6. Maintain weekly rent records.
7. Dealing with, and following up on, housing benefit overpayments.
8. To deposit weekly cash and cheques into the bank.
9. Rent increase: Notify four weeks in advance when the rent is to be increased.

ADMINISTRATIVE RESPONSABILITIES

1. Payroll management.
2. Organise the A.G.M., preparing and sending invitation, hire a room etc., and organise the production of the annual report and assist with the production of other project promotional materials
3. Organise the recruitment process for staff members, placing advertisement, organize interviews etc.
4. Participate in the induction programme given to new staff and volunteers as delegated by the director.
5. Comply with the legal requirements of Companies House and Charities Commission.
6. Comply with all of LAWA's policies and procedures and contribute to their review.
7. Assist in any reasonable duties which may be required in pursuance of LAWA's objectives.
8. In areas of day-to-day management of the refuge e.g. rental payments, maintenance issues, H&S issues etc. liaise with the refuge manager.

Maintenance:

1. Notify/record/follow up repairs with the Refugee Housing Association.
2. Replacement of furniture/equipment once expenditure has been approved by Director.
3. Arrange repairs with private constructors when necessary.
4. Arrange refuse collection for disused equipment.

Other related duties:

1. Attend staff meetings and supervision with Director and work as part of a team.
2. Take up training opportunities in areas relevant to the job with prior agreement with the Director.
3. Attend Trustees meetings when required.
4. To work at all times with the best interest of LAWA in mind and to avoid any action that may cast LAWA and/or its activities into disrepute.
5. To comply with the organisation's aims and objectives, equal opportunities policy, confidentiality policy and all other relevant policies and procedures at all times.
6. To undertake any other duties as may be required.

Person specification

Requirement	Essential
1. Admin experience including the management, development and operation of admin systems and procedures	Essential
2. Understanding of the UK Welfare State (access to benefits)	Desirable
3. Payroll Management	Desirable
4. Experience of administering budget, financial matters, and petty cash management	Essential
5. Experience of working in a busy and demanding environment	Essential
6. Excellent organisational skills, able to handle multiple tasks and meet deadlines	Essential
7. Ability to work in collaboration with staff and volunteers	Essential
8. Excellent time management skills and the ability to remain calm and focused under pressure	Essential
9. Experience in recruitment	Desirable
10. Knowledge and experience of using Microsoft packages such as Excel, Word and Outlook	Essential
11. Excellent telephone manner and communication/interpersonal skills	Essential
12. Ability to motivate and lead colleagues and undertake own workload with accuracy	Essential
13. A problem solver, with a forward thinking and committed approach	Essential
14. Highly motivated and self-reliant	Essential
15. High standards of professionalism and confidentiality	Essential
16. Excellent record of attendance and punctuality.	Essential
17. Ability to manage crisis situations including making rapid assessment of needs.	Essential
18. Common sense, co-operation and a positive approach	Essential
19. Adaptable, open to change, and willing to take on challenges with enthusiasm	Essential

1. Willing to undertake additional duties as and when required to ensure the smooth running of the	Essential
2. Ability to manage professional boundaries.	Essential
3. Demonstrate a commitment to Equal Opportunities	Essential
4. Proficiency in English, Spanish	Essential
5. Proficiency in Portuguese	Desirable

LAWA aims to be an Equal Opportunities employer. These posts are open to women only and are exempt under section 7(ii) (d) and (e) of the Sex Discrimination Act 1975. No agencies
Please note that we are not able to sponsor any work permit or visa.

To apply please send your CV and a letter of intention to recruitment@lawadv.org.uk in the email subject, please indicate your name and the post you are applying to.

LAWA's vacancy is open to Latin American or any other minoritised women only and are exempt under the Quality Act 2010. No agencies