



## LATIN AMERICAN WOMEN'S AID (LAWA) JOB DESCRIPTION

<b>Position</b>	<b>Administrator &amp; Finance officer</b>
<b>Responsible to line manager</b>	Director
<b>Salary</b>	£24.170 – full time
<b>Hours</b>	35 hours per week
<b>Language requirement</b>	English, Spanish or Portuguese (Essential)
<b>Job purpose</b>	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. To ensure that effective administration systems are in place to enable easy access of information, whilst maintaining confidentiality in all matters relating to LAWA
<b>Requirement</b>	In light of the nature of work and focus of LAWA, the organisation <b>considers the candidate's race and gender</b> , 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 organize staff meetings of the organization and keep records
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 associated with the project.
12. To collate and submit additional supporting evidence including timesheets, evidence of incurring costs, invoices and other records as required by the funding agreement.
13. To liaise with, and to provide support and information to the financial consultant supporting LAWA with the overall financial management
14. To support the project coordinator and the financial consultant with collating and preparing the evidence for auditing purposes by funders or other bodies.
15. To assist in the provision of project related administrative support and carry out project specific tasks.
16. To assist and participate in project activities and meetings as required.
17. To carry out any other tasks as may be required to support the development

## **FINANCIAL RESPONSIBILITIES**

### **General Financial responsibilities**

1. To be responsible for keeping financial records of transactions, including overall responsibility for petty cash including refugees petty cash
2. Responsible for the for bookkeeping of the organisation
3. To be responsible for the approval and prompt payment of bills, rent, services and other items of recurrent expenditure.

### **Refuge Rent and Housing Benefit:**

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

## **ADMINISTRATIVE RESPONSABILITIES**

1. 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
2. Organise the recruitment process for staff members and volunteers, placing advertisement, sending out application forms, organize interviews etc.
3. Participate in the induction programme given to new staff and voluntary workers as delegated by the director.
4. Ensure that LAWA's organisational insurance policies are up to date and provide adequate cover
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. Complete send refuge related reports in conjunction with refuge coordinator and ensure their timely submission: PI Workbook reports (Supporting People) and SHIP return forms (Family Mosaic)
8. Assist in any reasonable duties which may be required in pursuance of LAWA's objectives
9. In areas of day-to-day management of the refuge e.g. rental payments, maintenance issues, H&S issues etc. liaise with, and be directly accountable to, the refuge coordinator

### **Maintenance:**

1. Notify / record / follow up repairs with Family Mosaic the Refuge Housing Association
2. Replacement of furniture / equipment once expenditure has been approved by Director .Arrange repairs with private constructors when necessary
3. Maintain a stock of cleaning material

4. Arrange refuse collection for disused equipment

**Health & Safety:**

1. Carrying out the duties as designated Health and Safety Officer at refuges.
2. Implement and comply with Health and Safety standards/requirements in the Refuge, especially any follow-up work from our quarterly health and safety checks, including necessary tests and related certification.
3. Ensure that the Housing Association Family Mosaic fulfills its duty in terms of Health & Safety legislation.
4. Ensure information with the contact numbers for emergency call outs of all services and staff on call is displayed the public call box.

**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 General Manager.
3. Attend Management Committee 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.

Please take into account that we can't provide any visa sponsorship.

To apply, please send your CV to: [recruitment@lawadv.org.uk](mailto:recruitment@lawadv.org.uk)