

## **URBAN EXPRESSION Operations (Administration & Finance) Vacancy – 1 day pw**

**Role Title:** *Administration & Finance Coordinator/Administrator*

**Role Summary:** To provide for the smooth and prudent running of Urban Expression Charity, to support the trustees and coordinators in carrying out their work to promote and achieve the aims and objectives of the charity.

**Responsible to:** The Trustees of Urban Expression

**Responsible for:** Urban Expression administration and finance tasks

**Job Share:** The role will be carried out as job share between two people, to carry out operations and administration tasks for Urban Expression, including the Crucible Course. It is envisaged that there will be regular communication between the two post holders, some shared tasks, and cover provided when needed, to deliver the full range of Operations Coordinator tasks.

**Reporting to:** Strategic Coordinator and Treasurer (Trustee)

### **DUTIES**

#### **General Administration**

Handling enquiries, mainly via email, from members of the public, UE mission partners, trustees, course attendees

Telephone conversations and Zoom meetings with UE people and partner organisations

Contributing towards problem solving in matters relating to administration and operations

Handling online registrations and subscriptions, website and apps maintenance

Other ad-hoc general administration tasks within the scope of the role

#### **Financial**

Maintaining the accounts using Quickbooks, including petty cash and bank reconciliation

Monitoring expenditure and cash flow, alerting the treasurer as appropriate

Ensuring wages and pension contributions are correctly administered and liaising with the payroll agency and HMRC

Ensuring payment of all invoices and bills

In partnership with the Treasurer:

- Assisting in financial planning, including budget setting

- Developing a fundraising strategy and preparing grant applications

- Monitoring receipt of grants, ensuring compliance with grant agreements

Claiming gift aid and keeping gift aid forms up to date

#### **Trustees & Governance**

Ensuring correct accounts and annual reports are submitted to the Charity Commission, working with the accountant and the trustees to ensure this happens in a timely fashion

Reporting to the trustees with regards to the accounts

#### **Policies and Procedures**

Assisting the trustees in overseeing policies and procedures, ensuring they are reviewed and informed by any legislative changes

Ensuring that all agreed policies are implemented and effectively monitored

Managing the Safeguarding processes and DBS checking, as required

#### **Crucible and Courses**

Post-course communications with course participants and payments to session leaders

## **Knowledge of Software and Apps**

Required or willing to learn:

Mailchimp, Quickbooks, Slack, Google Drive, Weebly, Ticket Tailor, Gift Aid online, Zoom

## **Key Relationships**

### **Internal**

- ❖ Coordinators
- ❖ Trustees
- ❖ Treasurer
- ❖ Mission partners

### **External**

- ❖ Charity Commission
- ❖ Accountant/Independent examiner
- ❖ Payroll company

## **Person Specification:**

Positive team worker and good at regular communication

Willingness to prioritise and agree tasks with mutually agreed deadlines

Positive approach to job-sharing with flexibility when required

Have a can-do approach to problem solving

Be a good listener and a clear communicator, via email, phone, and videoconferencing

Flexibility in terms of work tasks and times (within pre-agreed boundaries)

A willingness to collaborate

## **Time Allocation**

One day per week, (0.2 wte)

## **Working Practices**

Fixed working hours with allowance for flexibility, over four days per week

Home-based

Co-working using Slack and emails

Occasional travel within the UK

## **Remuneration**

In line with the Baptist Union ministerial stipend, including housing allowance.

Additional allowance for pension contribution (responsibility of post holder to allocate to pension fund)

## **Review**

This role is subject to an annual review by the Urban Expression trustees

10 December 2021