

# BRYMBO HERITAGE TRUST

## JOB DESCRIPTION

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| <b>Job Title:</b>  | <b>Finance and Admin Officer</b>   |
| Reports to:        | Trust Manager  |
| Hours per week:    | 30-37  |
| Hourly rate range: | £9.50  |
| Salary:            | £18,278 (at 37 hours)  |
| Term:              | Fixed term contract to 31st May 2018 with potential to extend<br>Four weeks' paid holiday plus statutory holiday days. |

Brymbo Heritage Trust is a not for profit organisation run by local people concerned with the site of the former iron and steelworks at Brymbo, near Wrexham. It is leading a vision for the restoration and reuse of a series of redundant buildings, the celebration of Brymbo Fossil Forest, and the provision of public open space. The Trust has secured grant funding from the BIG Lottery and Heritage Lottery Fund to employ a Finance and Admin Officer to support our growth and the delivery of a range of funded regeneration projects.

### **Role purpose:**

To provide financial administration support to the organisation.

### **Specific responsibilities:**

- Strengthen and embed appropriate systems of financial management, record keeping and reporting;
- Prepare management accounts, budget forecasts and comparisons of actuals against budget;
- Prepare cashflow forecasts;
- Process payments to suppliers;
- Process payroll;
- Manage petty cash arrangements;
- Manage journal transactions;
- Manage cash handling and day-to-day banking;
- Prepare and process claims to funders;
- Undertake bank reconciliations;
- Provide administrative support to the project steering group including preparing papers and taking/producing minutes; and
- Manage time recording systems and personnel records

### **Person specification:**

#### *Essential experiences, skills and qualities:*

- Experience of setting up and using SAGE or similar software packages
- Experience of multi-funder / multi-income stream environments
- Experience of working in the third sector
- Qualified to NVQ Level 2 in financial administration / management or equivalent
- Well organised and disciplined
- Problem solver and team worker
- Committed to principles of community involvement and social inclusion
- Committed to equalities and the Welsh Language

#### *Desirable:*

- Qualified to AAT Technician / NVQ Level 4 in financial administration / management
- Welsh speaker