

Job title	Finance and Operations Executive
Purpose	To support finance and grant making objectives
Reports to	Head of Finance
Salary Range	£19,305-£20,299 per annum [pro-rata for part-time]
Job hours/days	Full-time up to 37.5 hours p/w . Initially, 2 year fixed term contract
Location	Hybrid home/office working with office base in Weston Turville, Aylesbury, Buckinghamshire. Occasional travel around Buckinghamshire.
Closing date	12 th June 2022

Main Duties

This varied and interesting role will contribute to our overall objective, “to make our community a better place to live, work, play and do business through a programme of informed and targeted funding and advice”. The role will involve both external facing and internal back-office tasks and will provide a good grounding in working within the not-for-profit sector. You will have the opportunity to work across a range of areas to develop your skills and identify the area that best suits your personal interests and aptitude.

Specific Responsibilities

We will support your development across a number of areas including:

Finance

- Setting up grants and other payments
- Reconciling receipts, credit card and other accounts

Grants and Loans

- Responsibility for administration of a number of grant programmes
- Helping to carry out checks on grant applicants
- Assisting with the Salesforce administration of grant and loan applications
- Assist with the organisation of grants panels, external funding advice and other meetings

General Operations

- Customer relations: Managing incoming and outgoing routine telephone calls, emails and general enquiries
- Supporting the professional and efficient delivery of HoB events
- Record keeping and reporting – keeping our multi-purpose Salesforce database up to date and relevant.



- Work across other areas of our work to help manage peak periods of demand as required
- Office admin – helping to keep our premises resourced and operational

Other reasonable administrative duties as required, to ensure that the charity operates smoothly.

Management & Budget responsibility

Reports to: Head of Finance

Line Management responsibility: none

Budget responsibility: no direct responsibility

Person specification

	Essential	Desirable	To be tested by (A= application, I = Interview, T=Test)
Qualifications			
4 GCSEs at grades 9 to 4 (A* to C), level 2 NVQs or equivalent		X	A,I (Test if the desirable quals are not present)
Knowledge			
Understanding of the need for confidentiality and discretion with sensitive information	X		A,I
Skills			
Effective communication skills – able to express opinions and convey messages clearly. This includes both verbal and written communication.	X		A,I,T
Good organisational and administrative skills: Able to manage multiple priorities.	X		A,I,T
Excellent interpersonal skills, able to work with a variety of internal and external stakeholders	X		A,I
Personal attributes			
Enthusiastic, willing to learn and responds positively to opportunities	X		I
Self-motivated and self-organising		X	I
Must be comfortable with and able to undertake lone-working		X	I
Confident, approachable and personable	X		I
Attentive to detail and completion of projects	X		A,I
Punctual , professional and dependable	X		A,I
Team worker – able to share responsibilities with others and work together to complete projects.	X		
Other			



Access to independent travel		X	A
Ability to work out of hours (time off in lieu)	X		A,I

Application process

This post is offered on a two year fixed term contract, with the potential for extension after one year.

Please e-mail your cv **and** a covering letter to Carolyn@heartofbucks.org outlining how your knowledge and skills are a good fit for this role. Please consider each element of the person specification with reference to your experience, skill, and knowledge gained in employment, voluntary work, studying, or a personal setting.

Whilst we would prefer a candidate who is able to work five days per week, we would consider other work patterns for the right candidate.

Heart of Bucks is a Disability Confident Employer, committed to equality of opportunity and celebration of diversity. We are signatories to the Mindful Employer Charter and are a Living Wage Employer. We take great care to ensure that our actions as an employer reflect our values. We promote equality of opportunity and welcome applications from a wide range of candidates. We select candidates for interview based on their skills, qualifications and experience and will ask about any reasonable adjustments you may require when inviting candidates to interview.

Applicants with "unsent" convictions are asked to disclose this as a separate appendix to your covering letter so we can work with you to assess what impact (if any) this may have on your potential employment with us. There is more information about this here: <https://www.gov.uk/tell-employer-or-college-about-criminal-record/what-information-you-need-to-give>

Closing date for applications is 12th June 2022. Interviews for short-listed candidates will take place in the week commencing 27th June 2022.

