



BRISTOL HOSPITALITY NETWORK

JOB DESCRIPTION

Job Title: Finance and Office Manager

Hours of Work: Part Time 21hrs - 26hrs per week flexible for the right candidate.

Salary: Salary in the range £30K - £35K pro rata depending on experience.

Place of Work: Easton Family Centre

Responsible to: BHN Director

Responsible for: Bookkeeping, financial management, funding administration, office management, administrative support.

Purpose of Job: To manage the BHN finances and to provide administrative support for BHN.

Main tasks:

1. **Finance**
 - 1.1. Manage diary with key dates for finance/finance governance tasks for BHN
 - 1.2. To ensure that day-to-day financial tasks and record keeping tasks are undertaken effectively, using QuickBooks and Excel.
 - 1.3. Liaise with BHN's payroll provider, HMRC, Pensions and Gift Aid acquisition and records.
 - 1.4. In conjunction with the BHN Director and Treasurer, to manage and operate BHN's financial systems and procedures; Liaising with budget holders to facilitate improved financial management across BHN; acting to ensure that budgets are adhered to; managing petty cash and bills for men's hostel and welcome centre; BHN House Maintenance.
 - 1.5. Producing regular financial monitoring reports for trustees' meetings; producing final annual accounts, including liaising with the independent examiner; reconciling account monthly to aid forecasting

- 1.6. With the support of the Director and Trustees, to implement BHN policies, in particular those relating to financial and HR management.
- 1.7. Manage the bus pass scheme and allocations
- 1.8. Manage the support payments to beneficiaries and keep accurate records and budget for this
- 1.9. Manage volunteer expenses and keep track of budget
- 1.10. Manage Petty Cash for our Welcome Centre and our 11-bedroom house.
- 1.11. Manage donor platforms including Local giving, PayPal, Beacon Fundraising CRM, the Big Give and bank donors
- 1.12. Assist the director with Budget preparation for funding applications
- 1.13. Work with the Director to accurately record restricted funding grants and contribute to cash flow projections and forecasting

2. **Administration Support**

- 2.1. Manage diary for staff holidays
- 2.2. Subscription renewals
- 2.3. With BHN Director, maintain HR records (annual leave, sick leave and training records)
- 2.4. Manage new starter paperwork
- 2.5. Responsible for ensuring all references and contact details and DBS checks for staff and others as required are in place and accessible.
- 2.6. Liaising with the BHN Director where necessary, to be responsible for capital equipment and office supplies, and for renewals and refurbishments.
- 2.7. Attend and contribute to Trustees meetings on occasion as required.
- 2.8. Together with the secretary to the trustees to administer and update BHN's charity membership (at AGM) and supporter's records, providing reports where required.
- 2.9. Maintain the company secretarial records with charity commission and companies house
- 2.10. Manage BHN landline phone and answering machine; checking the contact email

3. Other

3.1. To work within the wider staff team of BHN, attend staff meetings and participate in training opportunities appropriate to the post.

3.2. To promote equality and rights for asylum seekers, model anti-oppressive behaviour and implement BHN's Equality, Diversity and Inclusion policy.

3.3. To work within BHN's aims, objectives, values and policies.

3.4. Liaising with Easton Family centre

3.5. To carry out additional duties in consultation with the line manager as are consistent with the responsibilities of the post.

3.6. Attend Team meetings

3.7. Occasional evening and weekend working may be required by prior arrangement.

Person Specification	Essential	Desirable
Accountancy experiences at least AAT qualified, will also consider qualified by experience.	x	
Hands-on experience with accounting software like QuickBooks	x	
Knowledge of Microsoft Office and particularly Excel	x	
At least two years of bookkeeping work	x	
Experience of managing bank accounts and BACS payments	x	
Experience of controlling the payment of suppliers	x	
Experience of controlling petty cash floats	x	
Experience of running a payroll and making paye and year end returns		x
Ability to prepare reports for management and third parties		x
Ability to use spreadsheets to provide, analyse financial information	x	
Experience of using email and web pages	x	
General Administration experience and skills	x	
HR administration		x
Time-management and organisation skills	x	
Able to work independently	x	
Aligned with BHN values	x	

How to apply

If you would like an informal conversation please contact Mijanou our Director mijanou@bhn.org.uk to arrange a time for a chat.

Otherwise, please apply using the application forms provided and send this to recruitment@bhn.org.uk

Deadline for Submission midnight, Friday 19thth April 2024

