



Office and Finance Administrator

Contract: Part-time 15 or 16h per week

*Please note the post requires occasional working on evenings or part of weekends.

Salary: £24K Pro rata

Reporting to: Business Manager CHEESE

Based: Bristol

Your Role – Office & Finance Administrator

The Office & Finance Administrator role is pivotal in the success the CHEESE Project (which is a franchise of First Thermal Ltd) tackling the climate emergency as well as assisting those in fuel poverty. The post involves a degree of independent working, and requires experience/expertise in business administration, client management and finance. This includes day-to-day bookkeeping (Xero), payroll and budget administration. Prospective candidates should be able to handle a number of different tasks and should have experience in prioritising and managing their own workload.

Job Description

Main Responsibilities:

Finance

- Administer accounting system Xero, including invoicing and budgets
- Run payroll (currently 2 staff members, Xero based system), send pay slips to team
- Make relevant HMRC payments as required
- Upkeep and file pension filings via NEST
- VAT returns (we expect to have to register in 2023 – training will be provided)
- Track / find specific payments
- Write payment advice notes
- Check expenses

Office

- Work closely with the CHEESE Business Manager
- Attend and minute meetings.
- Assist with administering bids for grants and reports to other funders.
- Assist with adherence to GDPR and other legal requirements.
- Assist with publicity, marketing, and events to obtain customers.

- Act as a contact point for/seek out NGOs, Housing Associations, climate action groups, etc. interested in joining First Thermal Ltd delivered by CHEESE
- Liaise with the CHEESE Business Manager in reaching new clients and conduct Heatview surveys.
- Assist in the ongoing development of the new franchisor company (First Thermal Ltd, FTL)
- Assist in the recruitment of Heatview Surveyors, liaising with FTL to book them onto training.
- Help to develop and maintain relationships with other energy and housing-related NGOs

Other

- Covering main office functions as agreed with the CHEESE Business Manager
- Organise and set up events, e.g. training, social, survey recruitment
- Assisting with organising and attending big events
- Additional responsibilities, added/changed in line with the needs of the organisation

Person Specification

Requirements	Essential	Desirable
Educational and professional qualifications	Education to degree level or equivalent, or equivalent experience in relevant subjects or sectors	Bachelor's degree in Business Administration or related field
Experience & Skills Finance	<p>One year+ experience in using web-based accountancy packages, e.g. Xero/Sage/Quickbooks in a bookkeeping capacity</p> <p>Working knowledge of accounting standards and practices, including relevant HMRC regulations in England</p> <p>Excellent numerical skills and ability to interpret financial information</p>	<p>Experience of using Xero Accountancy package</p> <p>Qualified to AAT level 2 or above</p>
Experience and Skills Other	<p>Managing a complex and demanding workload</p> <p>Excellent written and verbal communication skills</p> <p>Excellent attention to detail and a commitment to accuracy</p> <p>Self-motivation and initiative, ability to work with limited supervision</p> <p>Ability to work effectively both individually and as part of a team</p>	<p>Proven interest in sustainability and energy use</p> <p>Experience of not-for-profit third sector</p>

	<p>Ability to maintain and organize effective electronic and manual filing systems</p> <p>Skilled in the use of MS Office applications including Word, and Excel; as well as use of TEAMS/Zoom, email, and social media platforms</p> <p>Ability to work independently, organising your time so as to meet external and internal deadlines</p> <p>Experience in managing information and report writing</p>	
Other	<p>An ability to work both in a team and on own initiative, as appropriate</p> <p>Ability to work part of the time remotely from home with workspace, and high speed WiFi connection available</p> <p>Commitment to The CHEESE Project’s social and environmental aims</p> <p>High-speed WiFi connection from home</p> <p>Ability to occasionally travel across Bristol and surrounding areas</p>	H&S IOSH Managing safely knowledge

Legal right to work

Before applying for this post, you must have a legal right to work in the UK.

We welcome applications from the BAME, LGBT, minority, and disabled communities. The appointment will always, however, be made on merit and judged against the job description and person specification.