



BRISTOL HOSPITALITY NETWORK

JOB DESCRIPTION

Job Title: Finance and Office Administrator

Hours of Work: 26 hours per week

Salary: pro rata to full time salary in the range £25K - £26,5K

Place of Work: Easton Family Centre with some homeworking

Responsible to: BHN Director

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

Purpose of Job: To assist with BHN's finances and to provide administrative support for BHN.

Main tasks:

1) Finance

- i) Manage diary with key dates for finance/finance governance tasks for BHN
- ii) To ensure that day-to-day financial tasks and record keeping tasks are undertaken effectively, using QuickBooks and Excel
- iii) Manage the bus pass scheme and allocations.
- iv) Manage the Solidarity Fund (destitution fund) and keep accurate records and budget for this
- v) Manage volunteer expenses and keep track of budget
- vi) Reconcile the petty cash account
- vii) Manage donor platforms including Local giving, Paypal, Stewardship, the Big Give and bank donors

viii) Liaise with accountant to Pay bills and invoices send financial paperwork incl. invoices, bank statements, receipts etc.

2) Administration Support

- i) Manage diary for staff holidays
- ii) Subscription renewals
- iii) Maintain Staff annual leave, sick leave and training records
- iv) Manage new starter paperwork
- v) Responsible for ensuring all references and contact details and DBS checks for staff and others as required are in place and accessible.
- vi) Liaise and Communicate with our donors and funders.
- vii) Be responsible for capital equipment and office supplies, and for renewals and refurbishments.
- viii) Act as the secretary to the trustees and to administer and update BHN's charity membership (at AGM) and supporter's records, providing reports where required.
- ix) Manage BHN landline phone and answering machine; checking the contact@ email
- x) Assist in organising internal and external meetings and events

3) Other

- I. To work within the wider staff team of BHN, attend staff meetings and participate in training opportunities appropriate to the post.
- II. To promote equality and rights for asylum seekers, model anti-oppressive behaviour and implement BHN's Equality, Diversity and Inclusion policy.
- III. To work within BHN's aims, objectives, values and policies.
- IV. To be responsible for BHN's property and premises, ensuring that they are protected from misuse, damage and theft.
- V. To carry out additional duties in consultation with the line manager as are consistent with the responsibilities of the post.
- VI. Occasional evening and weekend working may be required by prior arrangement.

PERSON SPECIFICATION

	Essential	Desirable
Financial administration Inc.; petty cash, invoicing etc..	x	
Hands-on experience with accounting software like QuickBooks		x
Knowledge of Microsoft Office and particularly Excel	x	
Knowledge 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	
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	

Please return your completed application form to recruitment@bhn.org.uk

For an informal discussion about this role please contact director@bhn.org.uk to arrange a call.