**Part-time Finance and Admin Assistant**

**9 hours per week with potential to work term-time only/ flexibly to suit**

**Salary: £19 -22,000 pro-rata depending on experinece**

**1. About us**

Life Cycle UK is an award winning charity with a mission to transform lives and the environment through cycling. We deliver a wide range of activities designed to enable people of all ages and from all walks of life to cycle, including cycle training, cycle rides, bike maintenance training and refurbished bike sales. For more information about our work, see: [www.lifecycleuk.org.uk](http://www.lifecycleuk.org.uk)

**2. The Role**

This is an exciting opportunity for an organised individual with previous experience of both general and financial administration to contribute to the smooth day-to-day running of the organisation.

If you are super organised, efficient, enjoy administration and getting jobs done then we want to hear from you!

**3. Key Responsibilities**

* Assist the Finance Manager in maintaining effective and appropriate financial systems to deliver Life Cycle UK’s activities (travel claims, purchases, claims, sales, orders, credit card reconciliation, computerised accounting system, etc.)
* Deal with queries from suppliers, Life Cycle UK staff in relation to day-to-day finance transactions
* Keep accounting systems up-to-date with sales and purchase data, ensuring correct allocation against projects
* Be responsible for setting up of new suppliers using Quick Books
* Prepare invoices for goods and services ordered from Life Cycle UK and maintain the sales ledger
* Process purchase invoices and carryout regular payment run.
* Match purchase invoices to orders for goods and services ordered by Life Cycle UK and maintain the purchase ledger using a cloud based system
* Assist with the process of staff expense claims and supplier’s payments
* Be responsible for banking of cheques and cash
* Manage the credit control by timely & effective collection of all debts and customer payments to improve the cash flow
* Send out monthly statements, chasing letters as required
* Filing and general administration as required
* Banking cash and cheques as required.
* Attend and take minutes of Trustee Committees and Board meetings (12 meetings per year).

**4. Person Specification**

|  |  |  |
| --- | --- | --- |
| **Characteristic** | **Essential** | **Desirable** |
| Excellent administrative skills including financial administration | x |  |
| Prior experience of purchase and sales ledger | x |  |
| Knowledge and experinece of microsoft based IT systems | x |  |
| Knowledge and experience using electronic accounting systems… ideally quick books  | x |  |
| Experience of taking accurate minutes of meetings  |  | x |
| Excellent attention to detail  | x |  |
| Numerate | x |  |
| Punctual and able to manage time effectively | x |  |
| Enthusiasm for the project and mission |  | x |
| Good written and verbal communication skills | x |  |
| Trustworthy and reliable | x |  |

**5. To Apply**

To apply for this role email the following to: Poppy@lifecycleuk.org.uk

* Your up-to-date CV
* Covering letter explaining why you want the job, and what relevant skills and experience you have

**Deadline for applications:** 9am, Thursday, 26th September

**Interviews** will be held during the week commencing 30th September.

**6. Terms & Conditions of employment**

**Equality and Diversity**

Life Cycle is committed to equality and diversity and is interested in hearing from anyone who has the skills to carry out the job, regardless of their background. Anyone applying to work for Life Cycle must be able to demonstrate a commitment to the principals of equalities and to be able to carry out duties in accordance with Life Cycle UK’s Equality and Diversity policy.

**Contract**

This is a permanent contract

**Hours**

9 hours per week ideally over 3 days. For the right candidate we operate flexible working which could potentially include term-time only.

**Salary**

* Starting Salary of £19 -22,000 pro-rata depending on experience. This role is at Life Cycle Salary Grade 2a.
* Salaries are paid monthly in arrears on 28th of each month and reviewed annually.
* Reasonable out-of-pocket expenses will be reimbursed.

**Location**

You will be based at Life Cycle’s main office: The CREATE Centre, Smeaton Road, Bristol BS1 6XN.

**Flexible working**

Life Cycle offers flexible working arrangements and expects the 9 hours to be delivered in small chunks.

**Evening work**

There will be occasional evening work attending and taking minutes for Trustee Committees. In total there will be 12 meetings per year, which generally take place late afternoon.

**References and checks**

We will require two references.

You will need to demonstrate your right to work in the UK

**Annual leave**

20 days + 8 days to cover bank holidays, pro-rata.

Staff are entitled to 1 additional day of annual leave (pro rata) for every year of full service, up to a maximum of 5 additional days. Staff may also be gifted additional days off over