**Job Description**

**Job Title: Finance and Administration Officer.**

**Accountability: YES Co-Ordinator**

**Purpose of job: To support the operation of the Youth Education Service (YES) by; working with the YES co-ordinator to ensure effective financial management and providing administrative support for the day to day operations of the charity.**

**Hours: 3.5 hours per week**

**Key Tasks:**

1. **Finance:**
	* 1. Carry out all aspects of book keeping, including sales and purchase ledger input, reconciliations, journals and nominal ledger.
		2. Making payments and invoicing for the work we do and for rents from tenants.
		3. Monitor petty cash and ensure adequate records are maintained
		4. Maintain YES’ fixed asset register
		5. Monitor rental income, grants and donations and ensure gift aid is claimed
		6. Carry out payroll and auto enrol for all paid staff, including liaison with staff to collate timesheets
		7. Work with the YES co-ordinator to complete financial returns to government
		8. Credit control
		9. Work with the YES Co-ordinator to compile budgets, cash flow forecast and financial management reports.
		10. Prepare annual accounts for inspection and auditing purposes and liaise with inspectors/auditors
		11. Check relevant purchase orders and invoices against records
2. **Buildings:**
	* 1. Oversee the co-ordination of routine buildings maintenance for 3 Hide Market
		2. Monitor, arrange and record testing dates for servicing and maintenance contracts.
		3. Monitor utility company contracts, ensure readings are taken and submitted as required (normally monthly), liaise with utility companies, BCC rates department and negotiate new contracts to ensure best value.
		4. Monitor Refuse (Biffa) and Cathedral Hygiene contracts and contract end dates.
		5. Co-ordinate the recycling and confidential waste arrangements & communicate these with all users of the building.
		6. Ensure adequate stock of hospitality items and cleaning materials.
		7. Ensure that procedures for YES key holders are in place, maintain a register of key holders and report any concerns to the YES Co-Ordinator.
3. **Tenants:**
	* 1. Act as point of contact for tenants at Hide Market.
		2. Liaise with tenants regarding health and safety compliance, including notifying them of testing dates and sharing testing information with them as required.
		3. Advertise 1st floor office, show potential tenants round; update information required for lease. Provide Tenant’s with any necessary information: Using the Intruder Alarm, Fire Alarm testing and Fire Drill (all available). Update information as necessary.
		4. Co-ordinate the use of the car parking spaces (2 x YES spaces and 3 x tenant space)
		5. Advise tenants of the obligations that are set out in their lease. Report any non-compliance to the YES Co-Ordinator
		6. Take readings of tenant’s electric usage (inviting tenant to read meters with us). Calculate cost of tenant’s gas usage (55% of total usage), electric cost (100%). Record and ensure tenant is invoiced quarterly
4. **Health and Safety:**
	* 1. Maintain health and safety records, including testing records and health and safety logs, to demonstrate YES’s compliance with health and safety regulations.
		2. Ensure testing of all detectors and appliances is carried out within the necessary timescales
		3. Comply with any H&S and Fire Risk action points and arrange H&S and Fire Risk assessments when needed. Act as Fire Warden.
		4. Carry out and record fire drills, fire alarm testing and emergency lighting checks.
		5. Liaise with other staff re. Completion/updating of PEPS (Personal Evacuation Plans) and maintain up to date records for these.
5. **General tasks:**
	* 1. Participating in the day to day ‘life’ of YES - Commitment to undertake day to day tasks such answering the phone, welcoming learners into the building, making learners drinks, watering the plants and 'mucking in’ when something needs to be done.
		2. Reporting all health and safety concerns to the Health and Safety lead
		3. Working within all YES policies and procedures