

# Administration and Finance Assistant



37 hours per week

Salary: Points 12-18 (new NJC scaling) - £21,589 starting salary

**Contract:** Permanent, subject to funding

Home-Start Manchester is a voluntary organization committed to promoting the welfare of families with at least one child under 5 years of age.

This exciting post is integral to the effective operation of the organisation and provides the back bone for the smooth delivery of high quality services, through oversight of effective administrative systems and processes. The main objective of this post is to be the initial point of contact for a range of external enquiries to the organisation, to oversee the effective running of all administrative systems and processes including leading on data management and reporting, and to manage the day to day financial tasks of the organisation.

Working closely with our small, friendly and fast-paced team of Volunteer Coordinators and Family Support Workers, the post holder will be expected to support colleagues with a variety of needs, often working to problem solve and support, and often working on their own initiative.

The role is supported by the CEO, Service Manager and a dedicated team of Trustees; all of whom have an appetite for creativity and encourage staff to develop their ideas, skills and knowledge.

The post will have an opportunity to administratively support all aspects of the organisation including referrals and support for families; recruitment, training and support for volunteers; fundraising and general promotion including social media input; Trustee Board support.

The organisation is in a financially stable position currently, and the financial management aspect of the role is supported by our experienced Accountant.

**Closing date: 21<sup>st</sup> July at 12pm. Interview date: 4<sup>th</sup> August 2022 (venue TBC)**

Please note we do not accept CVs. Please see the vacancies page on our website for an application pack

<https://homestartmanchester.com/vacancies/> .

Completed application forms should be returned to [shelley.roberts@homestartmcr.org.uk](mailto:shelley.roberts@homestartmcr.org.uk)

*Home-Start Manchester is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.*

*Home-Start Manchester is fully committed to creating and sustaining a fully inclusive workforce culture. We support flexible working. We welcome applicants from all backgrounds and communities, and we particularly welcome applicants who are currently under represented in our workforce. This includes but is not limited to Black, Asian and Minority Ethnic (BAME) candidates and disabled candidates.*

Charity No: 1105353      Company No: 5183477