



CHARGING UP CHANGE!

FINANCE ADMINISTRATOR

JOB DESCRIPTION & SPECIFICATION

DEADLINE: Monday 5 February



FINANCE ADMINISTRATOR

JOB SUMMARY

Deadline: Monday 5 February 2024

Application

Form: <https://talent.sage.hr/jobs/ca1d77ee-f9f5-4c04-9b23-58e7c075fadd>

ROLE	Finance Administrator
REPORTING TO	Operations and Finance Director
RESPONSIBLE FOR	Volunteers
SALARY	£21,674 (pro rata)
HOURS	15 hours
DURATION OF CONTRACT	12 months
TIMESCALE	Immediate start
BASED	PBC HQ – West Bromwich
ROLES AVAILABLE	1
SUMMARY	<p>We are seeking a highly organised and detail-oriented Finance Administrator to join our team. The Finance Administrator will play a crucial role in managing financial operations within the organisation. This role involves working closely with the Finance Manager, handling invoice management, reconciliation of finances, petty cash distribution, budget review, and overseeing staff expenses.</p>

WHO WE ARE

**POWERING CHILDREN, YOUNG PEOPLE
& YOUNG ADULTS TO CHARGE UP
CHANGE!**



OUR STORY

How we got here....

Powered by CAN works with children, young people and young adults across the Black Country and the wider Midlands region. Powered by CAN was created, built and developed in Sandwell, and we want to empower young people from the region to feel the same pride and purpose for their community as we do.

Children, Young People & Young Adults are at the heart of everything we do, and we make sure that we always put them first by ensuring we always do the following:

- Champion their rights to co-design, co-create and co-produce and make their voices heard.
- Encourage leadership pathways for their views and voice to be present their local community.
- Kick starting personal and professional development through a wider offer of experiences

We believe in providing opportunities for children, young people & young adults and we want to support them to thrive and contribute at every stage of their lives, for a fairer future.

HARNESSING YOUR... POWER, POTENTIAL, PROGRESS



OUR VISION

How we can work together to make a difference...

We want to power up children, young people & young adults to live with pride, purpose and prepared to make positive life choices.

OUR MISSION

How we can make the change...

Powering children, young people & young adults to lead the change they want to see through the delivery of services, opportunities & experiences to contribute at every stage of their lives, for a fairer future.

OUR VALUES

These are at the centre of everything we do...

CARE

CHALLENGE

COMMITMENT

COLLABORATION

CREATIVE

COMMUNITY



OUR SERVICES



CIVIC CHANGE,
ARTS & CULTURE

Celebrating culture & civic responsibility through confidence, creativity & connecting with others...



PHYSICAL ACTIVITY, **PLAY**
& **PUBLIC HEALTH**

Promoting positive lifestyles and empowering people through participation...



MENTAL HEALTH,
WELLBEING
& **RESILIENCE**

Taking the time to talk, tackle & transform into our true selves...



EMPLOYMENT,
EDUCATION
& **ENTERPRISE**

Always aiming high, aspiring to achieve & Accelerating your ambitions ...

OUR OBJECTIVES

1 **Pride of Place**

To develop collective understanding and knowledge of the identity of our places, and strengthen the services to meet the needs of children, young people & young adults.

2 **Positive Programmes & Principles**

To deliver ambitious and high quality opportunities and experiences for children, young people & young adults, modelling best practice for the sector to develop soft, hard and transferable skills.

3 **Powering Participants & People**

Building on the strengths and needs of children, young people & young adults to help them thrive and be resilient into adulthood.

4 **Pushing Performance & Policy**

To influence policy and investment in prioritising services for children, young people & young adults.

5 **Playing our Part**

To ensure our workforce, volunteers, board, volunteers are dynamic, diverse and driven and to be reputable, responsive and represent a rights based approach for people and place.





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**We are powered both by where we have come from
and the positive energy moving forward with a ‘CAN’
do attitude.**

**We hope everyone we work with will be able to
power up change!**

”

CEO - Jerrel Jackson FRSA MloD MA BA





FINANCE ADMINISTRATOR

DUTIES & RESPONSIBILITIES

Invoice Management

- Efficiently manage and process invoices from both internal and external sources.
- Ensure invoices are accurately recorded, approved, and paid in a timely manner.
- Follow up on outstanding invoices and resolve any discrepancies.

Financial Reconciliation:

- Conduct regular reconciliations of business finances to ensure accuracy and compliance.
- Identify and rectify any discrepancies or errors in financial records.

Petty Cash Distribution:

- Handle the distribution and replenishment of petty cash for day-to-day expenses.
- Maintain detailed records of petty cash transactions and receipts.

DUTIES & RESPONSIBILITIES (Cont.)

Staff Expenses:

- Oversee the process of staff expense claims, ensuring they are submitted, reviewed, and reimbursed promptly.
- Verify expense reports for accuracy and compliance with company policies.

Budget Review:

- Assist in the review and monitoring of company budgets.
- Collaborate with the Finance Manager to ensure budgets are adhered to and make recommendations for adjustments as needed.

Reporting:

- Prepare financial reports and summaries as required by management.
- Provide financial data and analysis to support decision-making processes.

Documentation and Record-Keeping:

- Maintain organized and up-to-date financial records, including invoices, receipts, and financial statements.
- Ensure compliance with relevant financial regulations and standards.



FINANCE ADMINISTRATOR

PERSON SPECIFICATION

- Proven experience in finance administration or a similar role.
- Strong attention to detail and accuracy in financial data handling.
- Proficiency in accounting software and Microsoft Excel.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively within a team.
- Knowledge of financial regulations and compliance standards is a plus.
- Ensure compliance with relevant financial regulations and standards.



FURTHER INFORMATION

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Application Form:

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Application Process:

Stage 1 – Informal 30/60 minute conversation

Stage 2 – Formal Interview (including Presentation or Practical)

Contact Information:

jobs@poweredbycan.org or 0121 530 8451

DBS and Reference

This role is subject to a clear enhanced DBS and satisfactory
Employment/Character references.

Please note we are currently using a new application system,
so if you face any technical difficulties please email
jobs@poweredbycan.org

