

<b>Job Title:</b>	<b>Southampton Mencap Finance &amp; Admin Manager</b>
<b>Salary:</b>	<b>£28k-£30k per year</b>
<b>Contract</b>	Permanent full time (37.5 hrs p.w.) with a review at 6 months. Some flexibility may be negotiable for the right candidate.
<b>Location:</b>	Mencap Centre, 187a Portswood Road, Southampton, SO17 2NF (lane opposite Victory Church running between Post Office and October Books) Car parking available.  This post is primarily office based with some flexibility required around working hours and occasional working from home.
<b>Expenses:</b>	Travel expenses for work business paid @ 45p per mile. This excludes travel to and from work location
<b>Annual Leave:</b>	Annual leave starts at 26 days per annum [exclusive of bank holidays]. Entitlement rises by an additional day after 2 years and 5 years of completed continuous service.
<b>Accountable to:</b>	Southampton Mencap CEO.
<b>Responsible for:</b>	Admin Assistant
<b>Key Aims of Post</b>	<ul style="list-style-type: none"> <li>The post holder will work closely with the volunteer Finance Officer who will offer support so that there is a gradual transfer of all financial responsibilities by January 2022</li> <li>To take responsibility for maintaining day to day financial, administrative and personnel services in order to meet legislative requirements and support the operations of the organisation.</li> <li>To oversee all relevant administrative processes which enable Southampton Mencap to be an effective and efficient organisation and to ensure that the Mencap Centre is a safe environment for its activities.</li> <li>To work within the organisation's policies and procedures at all times to ensure all systems are processed in an accurate and timely manner.</li> </ul>
<b>Background to Southampton Mencap</b>	Southampton Mencap is a registered charity, working with, and for, people with a learning disability and their families. The charity is based in Portswood in Southampton and primarily provides services for people living in the City and its wider Hampshire boundaries. Services include; <ul style="list-style-type: none"> <li>High quality, flexible support services which support</li> </ul>

187a Portswood Road, SO17 2NF – Tel: 023 8058 4088

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	<p>people of all ages with a learning disability and their family carers.</p> <ul style="list-style-type: none"> <li>• A day service programme for people with learning disabilities to equip them with life skills and increase their independence.</li> <li>• A range of evening and weekend social opportunities</li> <li>• Advice and information on learning disability matters</li> <li>• Developing good working relationships with others wherever possible to share resources, agree standard practices and avoid duplication</li> <li>• Monitoring and reviewing demand to inform the development of services which meet the needs of our client group.</li> </ul>
<b>Essential Requirement:</b>	<p>The payroll element of this role will involve key working times in the monthly cycle.</p> <p>Duties and responsibilities may vary from time to time without changing the general character of the duties and level of responsibilities entailed.</p> <p>In addition it is a requirement that all employees accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation in order to meet changing needs and demands.</p>
<b>Conditions of Employment:</b>	<p>Southampton Mencap is an equal opportunities employer working within its equality and diversity policy. Regular support is available to staff through one to one sessions, on the job training and performance reviews. Conditions of service are detailed in the employment contract and Employee Handbook.</p>
<b>References and DBS check:</b>	<p>Position will be subject to two satisfactory references and an enhanced DBS [Disclosure and Barring Service] check</p>

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## **DESCRIPTION OF DUTIES**

The following is a description of the main duties and responsibilities of the post and as such is not intended to be exhaustive. The role will work closely with the CEO and Senior Management team.

### **Key Financial tasks**

- Receive, record and forward all bills, remittance advice and payments to the Finance Officer.
- Prepare and send invoices.
- Oversee the petty cash accounts.
- Keep a record of payments received from day service and club members, and follow up non-payments.
- Liaise with Mencap staff and commissioners to follow up funding awards, care packages and purchase order numbers.
- Liaise with suppliers and order supplies.
- Receive, check and ensure monthly pay/expenses claims are authorised before forwarding to Finance Officer.
- Send new staff information to Finance Officer.

In addition, the post-holder will work with the Finance Officer to gradually take on full responsibility for the financial management of the organisation; this will include:

- The day to day financial management of the office
- All aspects of the payroll
- Reporting on Sage.
- Preparing management accounts every three months.
- Preparing end of year accounts.
- Reporting to Companies House and the Charity Commission.
- Reporting to Trustees.

### **Key Administrative tasks**

- Maintain an effective filing and data management system for the organisation
- Ensure external enquiries and general correspondence are well managed including those relating to fundraising, grant making and other matters central to the organisation's activities
- To administer all personnel procedures relating to staff and volunteers
- Review and maintain supplier records, (including subscriptions, memberships, insurance etc.)
- Operate at all times within GDPR policies and procedures
- Manage and administer any service contracts relating to office equipment, cleaning services etc.

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- Acting as the point of contact and taking responsibility for the Mencap Centre and premises ensuring compliance with Health & Safety policy and legislation

**Key Governance support**

- Service quarterly Board of Trustee meetings, including collating and formatting of papers
- Maintain accurate Trustee records,
- Manage information relating to the Charity, including legal documentation required by external bodies
- Comply with the organisation's policies and procedures and assist with reviewing these
- Other additional tasks relating to the role and the smooth running of the organisation.

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## PERSON SPECIFICATION

### QUALIFICATIONS

Professional qualification in	ESSENTIAL	DESIRABLE
- Business, Bookkeeping or Accountancy	✓	

### SKILLS AND EXPERIENCE

	ESSENTIAL	DESIRABLE
<b>Demonstrable experience of</b>	✓	
- A background in a financial role		✓
- Finance systems such as Sage		
- Bookkeeping	✓	
- Using Microsoft Office and database system	✓	
- Office Administration	✓	
- HR administration processes	✓	
- Charity finance and regulation		✓
- Employment legislation		✓
- Charity governance		✓
- Customer service		✓
- Health and Safety		✓

### PERSONAL ATTRIBUTES

	ESSENTIAL	DESIRABLE
- Excellent organisational skills including attention to detail, record keeping and data management	✓	
- Highly organised with the ability to prioritise a heavy workload and multi-task to meet deadlines	✓	
- Excellent verbal, written and numerical skills	✓	
- Ability to communicate with confidence, tact and clarity with a range of individuals and groups in a variety of settings.	✓	
- Ability to present financial and statistical reports	✓	
- Understanding of confidentiality and data protection	✓	
- A commitment to equality, diversity and Southampton Mencap values	✓	

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