

Job Information Pack

Admin & Finance Officer

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About Wirral CVS

Wirral CVS has been set up by and for Wirral's Voluntary, Community, Faith and Social Enterprise (VCFSE) sector.

The sector's collective response to the Covid-19 pandemic helped to shape the co-production of our Coming Together Strategy, a sector-led plan that will inform the way in which all parts of our sector contribute to and add value to life in Wirral.

Wirral is an incredible place with a wealth of assets across and within our communities. Sadly however, we know only too well of the extreme health inequalities that still exist within our Borough, making the work of our VCFSE colleagues even more essential than ever before.

As our sector continues to navigate its way out of the impact of Covid-19, and through the cost-of-living crisis, it is critical that we are able to support groups and organisations to not just survive but to thrive. As the newly-emerging health structures further embed, the opportunities for our sector to play a front and centre role in shaping the way in services are developed and delivered in the future will be significant.

Our Vision

"A strong, vibrant and resilient Voluntary, Community, Faith and Social Enterprise sector that leads positive and impactful changes in Wirral"

Our Mission

"To be an organisation designed, developed and grown by its members to support the Voluntary, Community, Faith and Social Enterprise sector in Wirral"

The next phase in our development is to recruit a team of passionate, knowledgeable, energetic and committed people to ensure that we can deliver the four pillars of our work:

- Leadership & Advocacy
- Partnerships & Collaboration
- Capacity Building
- Volunteering

With this in mind, we are looking for our first Admin and Finance Officer. If you believe this is you, please read on.

Role Description

Role Title:	Admin and Finance Officer
Location:	Wirral CVS, 330-334 New Chester Road, Birkenhead, Wirral
Terms:	Full Time – Permanent
Salary & Benefits:	£27,889 plus 3% pension contribution
Reporting To:	Chief Executive
Direct Reports:	

Role Purpose

The Admin and Finance Officer is a crucial member of the CVS team providing support to the whole team and managing day to day operations enabling consistency in reporting, messaging and quality

Main Tasks

- a. Provide administrative support to various departments within the charity, including maintaining office supplies, and coordinating meetings and events.
- b. Assist in maintaining organized and efficient administrative systems to support the overall operations of the charity.
- c. Monitor financial transactions, expenditures, and income to ensure accurate and up-to-date financial records.
- d. Prepare financial reports, statements, and forecasts for internal and external stakeholders.
- e. Implement financial controls and policies to ensure compliance with regulations and prevent fraud.
- f. Record and categorize financial transactions accurately in the organization's accounting system – processing invoices, payments, and expense reimbursements in a timely manner.
- g. Reconcile bank statements and other financial records to ensure accuracy and identify discrepancies.
- h. Assist in preparing grant proposals and applications, ensuring they align with the charity's mission and objectives.
- i. Monitor grant-related financial activities and compliance with grant requirements and support the preparation of reports
- j. Review approved expenses, ensuring they adhere to the organization's policies and budget allocations.
- k. Support the development of an efficient organisation without compromising the charity's mission and purpose.
- l. Participate in strategic planning by providing financial projections and scenarios for future growth and development


Person Specification

Knowledge	Essential	Desirable
Financial Management: Understanding of budgeting, financial reporting, and financial analysis techniques.	X	
Accounting Principles: Proficiency in basic accounting principles and familiarity with accounting practices, and reporting requirements.	X	
Grant Management: Understanding of grant application processes, compliance, and reporting for funding opportunities.		X
Financial Software: Proficiency in using accounting software and financial management tools.	X	
Administrative Procedures: Knowledge of office management procedures, record-keeping, and documentation practices.	X	

Skills	Essential	Desirable
Financial Analysis: Ability to analyse financial data, interpret trends, and provide insights for decision-making.		X
Attention to Detail: Accurate data entry, record-keeping, and financial documentation.	X	
Communication: Effective communication skills with a range of stakeholders.	X	
Problem Solving: Skill in identifying problems, resolving issues, and proposing solutions.	X	
Time Management: Efficiently manage multiple tasks and meet deadlines in a fast-paced environment.	X	
Microsoft Office Proficiency: Advanced skills in using the Microsoft Office Suite for a range of purposes		X
Collaboration: Ability to work effectively with a range of people both internally and externally	X	

Experience	Essential	Desirable
Financial Experience: Previous experience in financial management, accounting, or bookkeeping roles.	X	
Nonprofit Experience: Experience working in or with nonprofit organisations, understanding their unique financial challenges.		X
Grant Management Experience: Handling grant applications, compliance, and reporting processes.		X
Software Proficiency: Experience using accounting software and other financial management tools.	X	
Budgeting Experience: Developing, monitoring, and managing budgets for projects or departments.		X

Attitudes	Essential	Desirable
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Ethical Conduct: Demonstrating honesty, integrity, and responsible financial stewardship in all actions.	X	
Detail-Oriented: Having a meticulous approach to finance and administrative tasks.	X	
Adaptability: Willingness to learn and adapt to changing financial regulations, software, and organisational needs.	X	
Team Player: Collaborating effectively with colleagues from diverse backgrounds and roles	X	
Problem Solver: Positive attitude toward identifying and solving problems and, where possible, preventing them	X	
Commitment to Mission: Alignment with the charity's values, mission, and goals	X	
Initiative: Taking ownership of tasks, seeking opportunities for process improvements, and proactive in fulfilling responsibilities and personal development	X	



How To Apply

Send us a **CV and a Personal Statement** demonstrating why you believe you are the perfect candidate.

You should use the **Person Specification** to inform the content of your personal statement and help us to understand the knowledge, skills, experience and attitudes you would bring.

As an organisation we believe in equality, diversity, inclusion and personal development. If you don't meet all of the criteria but you still believe you would be great in this role, tell us why and what you would need to succeed.

When complete, applications should be emailed to recruitment@wcv.org.uk

Shortlisted candidates will be invited to a formal interview – further instructions will be given in advance.

For further information at any point during the recruitment process, please email info@wcv.org.uk and a member of the team will endeavour to answer your query.

We look forward to reading your application, good luck!