



Finance and Administration Officer

Salary:	NJC Scale SO1, starting at £25,201 - £26,027 plus 6% contributory pension
Base:	113 Queens Road, Brighton BN1 3XG
Terms:	Permanent, Full time 25 days annual leave plus statutory holidays
Reporting to:	Chief Executive
Responsible for:	Administrative Assistant and volunteers

About *TB Alert*

TB Alert is the only specialist British charity working both in the UK and internationally to fight tuberculosis. Our mission is to work towards the control and ultimate eradication of TB by increasing access to effective treatment for all. We do this by:

- Developing and funding projects in Africa (delivered through partner NGOs) and India (through our sister organisation *TB Alert India*), that focus on improving the healthcare provided to people with TB, and helping people recognise the symptoms of TB, overcome barriers that may prevent them presenting for diagnosis, and complete treatment.
- Raising awareness of TB in the UK among the communities most vulnerable to the illness, primarily with funding from the Department of Health, and providing information, resources and support for GPs, TB-specialist health workers, TB patients and people concerned about TB.
- Advocating for greater global priority for resources to combat TB.

Our headquarters is in Brighton where 11 team members are based. In addition, our two Community Development Officers are housed within other charities in London and Manchester.

Job description

This post provides the day-to-day financial and administrative underpinning for the organisation's work. It will suit a person with the skills, interests and flexibility to work across finance, IT, administration and office management. The successful candidate will have a specific interest in working in the voluntary sector and being part of a close-knit and enthusiastic team.

We are seeking a person motivated to make the job function and organisation constantly more effective and efficient, and there is scope for the right candidate to increase the responsibilities of the role over time. The postholder manages and is assisted by a part-time (20 hours per week) Administrative Assistant. The post is part-funded by the Department of Health and the postholder is a member of the team working on raising awareness of TB in England.

Main duties of post

1. Finance

- 1.1. To ensure cheques and cash are banked promptly, and to monitor and administer the office petty cash system.
- 1.2. To issue invoices to customers and manage credit control.
- 1.3. To receive and check, as necessary, invoices and funds transfer instructions and arrange payment.
- 1.4. To manage the maintenance of all income and expenditure on QuickBooks, including making transfers of data from the ThankQ database (training on ThankQ will be provided) and ensuring that all income and expenditure is correctly coded.
- 1.5. To manage the TB Alert payroll and to act as pensions administrator.
- 1.6. To process Gift Aid.
- 1.7. To undertake bank reconciliations of all bank and cash accounts.
- 1.8. To produce monthly management accounts.
- 1.9. To monitor cash flow and calculate running costs in the context of reserves.
- 1.10. To work with the Chief Executive to forecast income and expenditure for budgeting purposes.
- 1.11. To co-ordinate the production and audit of end of year accounts.
- 1.12. To complete and submit statutory returns.
- 1.13. On request to produce project "profit and loss" accounts for project managers.
- 1.14. To liaise with *TB Alert's* internal auditor (who is externally contracted and works 1-2 days per month) to review and continually improve systems and processes.
- 1.15. To work in accordance with and periodically update TB Alert's finance procedures manual.

2. IT and Database

- 2.1. To specify, purchase, install and maintain IT equipment and network, including contracting external support as needed.
- 2.2. To provide day-to-day hardware, software and web-based IT support to all staff including remote workers in London and Manchester.
- 2.3. To create and maintain back-up systems and processes, ensure back-ups are verified, and undertake regular data recovery checks.
- 2.4. To monitor TB Alert's email system and set up and maintain accounts for all staff and volunteers.
- 2.5. To maintain the integrity of the data on TB Alert's database, ensuring that new records are added in a consistent and timely manner, that records are kept up to date and that regular data cleansing checks are undertaken.
- 2.6. To act as Database Administrator – managing its use, staff access, training, and providing support to run queries and other tasks.
- 2.7. To act as Data Controller under the Data Protection Act.

3. Administration, Office Management and Health & Safety

- 3.1. To manage the dispatch of newsletters, appeals, Christmas cards, awareness materials and other mailings.
- 3.2. To book meeting venues, travel, travel insurance and accommodation for staff or overseas visitors.
- 3.3. To research, draft and update policies and processes relating to IT, administration and Health and Safety functions.
- 3.4. To purchase office furniture and supplies.
- 3.5. To receive, hold and maintain personnel records, including confidential information.
- 3.6. To manage the recruitment of new staff – placing advertisements, receiving and collating CVs for short-listing, arranging interviews.
- 3.7. To negotiate with printers, advertisers and other relevant suppliers to ensure best price and service.
- 3.8. To act as Health and Safety Officer for the organisation and ensure that policies and procedures are followed by all staff and volunteers.
- 3.9. To provide administrative support to the Chief Executive (approx 10% of time).

4. Additional aspects of post

- 4.1. To support the Communications Manager in the production of awareness materials.
- 4.2. To co-ordinate our support of nurses and other charities that undertake World TB Day awareness events, primarily in regard to the dispatch of materials for events.
- 4.3. To co-ordinate the recruitment and supervision of office volunteers.

Terms of Service

Reporting to

Chief Executive

Salary

NJC Scale SO1 starting at £25,201 - £26,027 (inc. Outer Fringe weighting)

Benefits

Optional contributory pension: *TB Alert's* contribution 6%; employee's contribution 5%.

Annual Leave

25 days calculated on a January - December basis, plus bank holidays.

Probationary Period

Six months with an interim review at three months.

Hours of work

35 hours per week undertaken in normal working hours. The job may occasionally require work or travel outside normal working hours; *TB Alert* has a time off in lieu policy.

Place of work

TB Alert's head office in Brighton.

Equal Opportunities

We are working towards being an equal opportunities employer and welcome applicants from all sections of society.

Work eligibility

Applicants must be legally entitled to work in the UK.

Application Procedure

To apply please submit the following information to recruitment@tbalert.org:

- Your CV
- A covering letter which demonstrates how you meet the job description and person specification and explains why you are interested in the position
- Details of two people who can provide references, including your current or most recent employer; we will not approach them until after an offer has been made.

If you would like to speak about this post before applying, please call Paul Dawson on 01273 234029.

The application deadline is 11.59pm on Wednesday 28th September.

Interviews will be held in Brighton on Friday 14th October.

We will contact you by Thursday 6th October if you are invited to interview.