



Finance and Business Support Manager

Reports to: Operations and Development Manager

Application Deadline: Tuesday 1st October 2019

Interview: Wednesday 16th October 2019

Start date: Week commencing 3rd November 2019

Hours of work: 3 half-days per week (12 hours total)

preferably including the ability to work Thursday 5-9pm

Overtime or time in lieu will be available for occasional Saturday events

Salary: £21,450 - £25,350 pro rata (depending on experience)

Contract: Fixed Term – one year. With the potential to extend beyond term

Location: Caspari Foundation, Finspace, 225-229 Seven Sisters Road, London N4 2DA.

JOB DESCRIPTION AND PERSON SPECIFICATION

We are looking for an enthusiastic and conscientious individual with strong financial and administrative skills, who would like to work with an organisation that is dedicated to improving the lives of children through Educational Psychotherapy.

Background:

The Caspari Foundation is a London-based charity who help disadvantaged and vulnerable children and young people to overcome social, emotional and mental health difficulties and barriers to learning. We do this through providing Educational Psychotherapy of which we have been the UK's leading provider for over twenty years, providing both direct work with children and young people and training adults to work with them.

Main Duties:

Financial

- Payment of invoices and expenses
- Monitoring receipt of payments, chasing if necessary and issuing invoices as agreed
- Monthly reconciliations
- Liaising with HMRC
- Liaising with suppliers on the provision of goods and services e.g. payroll, insurers
- Keeping management accounts and producing financial reports, using QuickBooks
- Processing applications for gift-aid annually
- Maintaining a register of members and issuing reminders for payments of subscriptions

Office Administration

- Maintaining the electronic and paper-based filing systems
- Bulk emails. (Mail merge)
- Using our CRM system
- GDPR compliance and Safeguarding awareness (training provided)
- Liaising with the United Kingdom Council for Psychotherapy (UKCP) and Charity Commission as necessary
- Receiving and responding to enquiries from members, schools and other organisations and members of the public
- Liaising with the Landlord regarding accommodation and facilities

Functional Support:

To support the Operations and Development Manager; Course Director; Fund-Raising Manager and Trustees as requested:

- Assist the Course Director in servicing the Advanced Diploma programme
- Assist the Fund-Raising Manager in the administration of bid-writing and submissions
- Acting as PA to the Operations and Development Manager when required
- Such other duties as may be appropriate to the job from time to time and agreed with line-manager

Thursday Evenings, Training, Workshops, Events and Meetings.

- Front of House Management
- Meeting and Greeting
- Being a representative of the Caspari Foundation
- Set up teaching rooms & organising refreshments
- Greeting and directing Students and lecturers to correct rooms
- Opening and closing the building.

Other duties will include but are not limited to:

- Assisting in the organisation of meetings and training events
- Supporting recruitment administration for staff, trustees and other volunteers as agreed e.g. providing identification of individuals for DBS checks
- Supporting the on-line distribution of the newsletter
- Liaising with volunteers
- Updating the website

Enhanced Clearance

The post is subject to an enhanced criminal records check by the Disclosure and Barring Service

	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> • GCSE English and Mathematics Grade C or above • A-Levels / BTEC Level 3 and above (or equivalent) • Qualified to work in the UK 	<ul style="list-style-type: none"> • Booking keeping qualifications • Degree
Experience	<ul style="list-style-type: none"> • Experience of working as a general administrator • Experience of financial administration • Experience of building good relationships with customers, contacts, suppliers and or across teams. 	<ul style="list-style-type: none"> • Experience working in the education sector • Experience working in the mental health sector
Skills and knowledge	<ul style="list-style-type: none"> • Good IT skills, with specific skill in using Microsoft Office including excel and word • Well-developed planning & organising skills including time management, prioritisation and administration. • Strong data management skills – being able to use spreadsheets and CRM systems to input, extract and sort data and data reporting. • Strong financial administrative skills • Ability to produce receive and process invoices • Excellent attention to detail. • Clear and effective written and oral communication skills • Understanding of basic GDPR regulations 	<p>Working Knowledge of:</p> <ul style="list-style-type: none"> • Quickbooks • CRM systems • Book keeping • Google docs/G suite • Safeguarding
Attributes	<ul style="list-style-type: none"> • Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure • Excellent interpersonal and listening skills • Sound judgement and problem-solving skills. • An understanding of the importance of confidentiality and discretion • A commitment to the safeguarding and welfare of children • Adaptable, flexible and willing to undertake a wide range of different types of work as needed within a small team • Committed to team work and working collaboratively with colleagues. • An entrepreneurial attitude 	<p>Interest in psychotherapy</p> <p>Interest in Education</p>

	<ul style="list-style-type: none"> • Genuine belief in the goals/mission of the Caspari Foundation. (please see website for more information) 	
Development/ Learning	<ul style="list-style-type: none"> • The ability to self-evaluate and the ability to change, improve and develop • Interest in educational psychotherapy or willingness to develop this. • Willingness and enthusiasm for undertaking training as necessary (eg safeguarding training, CRM training, first aid etc) • Confident to learn and use new technologies 	Genuine interest in self-development.

N.B This post is subject to an enhanced criminal records check by the Disclosure and Barring Service.