



Role: Finance and Administration Officer

Hours: 24 hours per week (worked across 4 days)

Salary: £23,594 Pro-Rata

Contract Term: Two year fixed-term with extension dependent on funding and performance

Annual Leave: 25 days, rising by 1 day per year up to a maximum of 30 days plus public holidays (pro rata)

Based at: Ow Bist – Forest Community Space in Cinderford.

Responsible to: Finance and Operations Manager

About Us

Forest Voluntary Action Forum is a support and development agency for voluntary activity and community action in the Forest of Dean. We provide assistance to many of the hundreds of voluntary and community groups in the district who in turn are better able to deliver their work in the local community. Much of our support is in the form of advice, guidance and information as well as a range of formal training provision and support for volunteering. As well as this 'core work', we facilitate a number of projects with and for the benefit of local communities.

We strongly believe that through community-led approaches we enable citizens to develop the skills, resiliency, and social capital to live more cohesively with one another, the result of which leads to greater empowerment both individually and collectively in meeting health, well-being and social needs.



Why work for FVAF?

FVAF are passionate about nurturing talented, compassionate, community minded team players. We recognise the value of people far beyond their job title and support all staff and volunteers to utilise their skills and passions during their time with us.

We are committed to ensuring that support and training will be provided to the successful candidate if required.

As an organisation we provide the following:

- ✓ Competitive pay and performance related rewards
- ✓ A minimum of 25 days annual leave, increasing by 1 day for every year served (pro rata)
- ✓ A staff training and development programme with a dedicated budget
- ✓ Remote and flexible working opportunities where appropriate
- ✓ Permanent contracts wherever possible
- ✓ Up to one week per year to undertake employer supported volunteering
- ✓ A pension scheme
- ✓ Team building days and social gatherings throughout the year

"I have learned more at FVAF than I ever did in any other job or in education. They give me the trust and support to succeed and I love being part of this amazing team"

The Role

FVAF have developed significantly over recent years and are proud to be in a position to offer this new role during what is an exciting time for the charity.

As the key support agency for community groups and organisations in the Forest of Dean, it is essential that FVAF lead by example in developing consistent, professional, and robust working practices that promote sustainability whilst recognising and responding to the unique and wonderful nature of the Voluntary and Community Sector.

The postholder will work closely with the Finance and Operations Manager and wider staff team to ensure strong financial management and relevant processes and procedures. This will include general book-keeping, raising and processing invoices, and budgeting. They will also be the first point of contact for members of the public, partners, and providers, so positive problem solving and signposting skills will be essential.

The successful candidate will be highly organised and have a keen eye for detail which will enable the charity to take well-informed decisions. They will treat members of the public with compassion and empathy and be prepared to go the extra mile to ensure they get the right support. As with all staff, it is essential that they have a passionate belief in the value and capabilities of communities.

We fully recognise that this will be a demanding but incredibly rewarding role and are looking for a positive, highly organised, proactive person with excellent teamwork and communication skills to take on the challenge.

Main Tasks

- Use Xero accounting software to manage all day-to-day accounting and book-keeping operations including income and invoice processing and monthly bank reconciliations
- Ensure timely and accurate payment of suppliers
- Ensure maintenance of the fixed asset register and depreciation recorded appropriately
- To support the F&O Manager in the delivery of accurate and timely management accounts and budgets
- Support the F&O Manager with preparation of financial reports and budgets to assist with project contract monitoring requirements and funding applications
- Oversee the day to day management of bookings/hires, including room set up and meet and greet
- Support the coordination of our training delivery programme
- Ensure appropriate storage and good condition of FVAF equipment, including management of the community equipment loan system
- Ordering and control of stationery
- To be a designated First Aider within Ow Bist – Forest Community Space.
- To take minutes where required at various meetings and forums
- Take responsibility for answering the phone and taking general enquiries from the public at our Hub and via email.

Job / Person Specification

Forest Voluntary Action Forum considers it to be essential that the post holder has the following skills, knowledge and experience:

Skills

- ✓ Ability to present financial information in a clear and concise manner to colleagues, community groups and funders
- ✓ Strong communication skills (both verbal and written)
- ✓ Ability to work quickly and accurately under pressure
- ✓ A confident and skilled negotiator
- ✓ Very strong organisational skills
- ✓ A positive approach and ability to generate creative and innovative solutions
- ✓ Confident user of a wide array of IT software, including databases, MS Office applications and accounting

Knowledge

- ✓ A working knowledge of regulatory requirements for financial management within charities and companies
- ✓ Financial awareness and knowledge of budgeting systems

Experience

- ✓ Experience of financial/budget management, ideally using accounting software
- ✓ Experience in a customer service role or similar

- ✓ Proven success in building effective relationships within organisations and with partners and stakeholders in the public, private and voluntary sectors

Qualifications

- ✓ Educational attainment to a minimum of GCSE level (C and above) in Maths and English.

As a learning organisation, FVAF are passionate about providing excellent levels of training and support to all staff and volunteers, therefore candidates who do not meet all the above criteria but clearly demonstrate a willingness to learn may also be considered.

All duties must be carried out in compliance with the Forest Voluntary Action Forum Equality and Diversity Policy.

FVAF is committed to safeguarding and promoting the welfare of children, young people and adults with care and support needs. FVAF expects all staff and volunteers to share this commitment. For this reason the successful candidate will be subject to robust recruitment and selection processes including a DBS check and satisfactory references.

HOW TO APPLY

To apply visit our website and download the application form. FVAF will only accept applications for this post using the application form at the following link www.fvaf.org.uk/jobs

Your completed Application Form, along with a cover letter outlining why you are the right person for the role, should be submitted to Forest Voluntary Action Forum via e-mail to communications@fvaf.org.uk

We welcome any applicants that wish to learn more about the organisation and/or role. To do so, or to request an application pack, please contact Catherine Best on communications@fvaf.org.uk

APPLICATIONS WILL BE CONSIDERED ON A ROLLING BASIS UNTIL THE POSITION IS FILLED