



**BRANDON CENTRE FOR COUNSELLING AND PSYCHOTHERAPY
FOR YOUNG PEOPLE**

26 PRINCE OF WALES ROAD LONDON NW5 3LG

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A. OUTLINE OF POST

Job Title	Administrator / Finance Assistant
Contract	Permanent
Hours	Part time, 14 hours per week
Location	The Brandon Centre, 26 Prince of Wales Road, London NW5 3LG and other sites, as required
Reports to	Operations Manager
Accountability	The post holder shall be accountable to the Council of Management of the Brandon Centre through the Director

B. JOB SUMMARY

The post holder will provide finance administrative support for all the services that operate out of the Brandon Centre.

They will also be available to assist with other administrative tasks related to centre wide management as detailed below.

C. BRANDON CENTRE OVERVIEW

The principal objective of the Brandon Centre has always been to provide a professional, accessible and flexible service which responds to the psychological, medical, sexual and social needs of young people age 12- 25 yrs.

Services include:

- individual counselling and psychotherapy for young people, using a range of evidence based therapies
- contraception and sexual health services
- multisystemic therapy for families
- parent management programmes

- therapeutic work in community settings (outreach)

D. PRINCIPAL DUTIES AND RESPONSIBILITIES

Accounting:

- Work closely with the Operations Manager and Finance Manager to ensure smooth operation of all finance matters
- Support the Operations Manager by inputting all expenditure into Quickbooks
- Prepare online payments for authorisation
- Match delivery and dispatch notes to invoices received.
- Raise purchase orders as requested
- Assist in the production and preparation of spreadsheets, reports and correspondence as required.
- Resolve supplier finance related queries as required.
- Monitor petty cash and update petty cash log
- Assist as appropriate with end of year accounts preparation and procedures.
- Maintain paper records, filing and archiving etc.

Payroll:

- Support the Centre Manager to prepare the monthly payroll
- Collate staff expenses payments in line with payment policies.
- Update pension scheme online accounts with monthly data and associated staff payroll records once authorised by Operations Manager.

Administration

- Order and maintain stock levels of stationery and household goods.
- Maintain and update HR/Personnel records relating to annual leave, sickness and documentation for new starters. Prepare daily signing in sheets.
- Maintain staff training database.
- Work with the Operations Manager to maintain Centre Management supplier relationships.
- Support the Operations Manager with administrative tasks as required, which may

include filing, photocopying, shredding and recycling, answering phone and forwarding calls, taking meeting minutes, letter writing, managing the post.

Safety testing

- Carry out weekly/monthly testing of the fire alarm system including fire exits, fire doors and extinguishers, personal safety alarms, emergency lighting and water supply

Utilities

- Monitor gas and electricity meters; update utility contracts as required
- Maintain the mobile phone network for the centre

Other

- Any other duties commensurate with the post.

Responsibility for Policy and Service Development

- Proactively participate in one to one meetings with line manager, identifying own learning needs, and ways that these may be met.
- Communicate issues of concern relating to the behaviour, conduct or practice of colleagues to the director as appropriate.
- Report untoward incidents and any other relevant information to a clinician, operations manager or director and to complete an incident report if necessary.

Responsibility for Data and Information Resources

- To accurately record and amend financial and personnel information to acceptable data quality standards using the manual systems in place and any new electronic systems as they are introduced.
- Undertake relevant training for electronic information systems in place and under development.

General responsibilities for all Brandon Centre staff

All employees of the Brandon Centre are required to observe legislation, Brandon Centre Policies, standards and guidelines relating to confidentiality, information governance, risk management, safeguarding children, safeguarding adults, equal opportunities, data protection, freedom of information, health and safety, infection control, and the Health and Social Care Act 2008 (previously known as the Hygiene Code).

Confidentiality and data protection

All Brandon Centre employees are required to ensure that personal data and personal

information concerning service users and staff is protected at all times, to maintain confidentiality in accordance with the Brandon Centre's policy on confidentiality and information governance, and data protection legislation.

Staff are required to obtain, process and/or use personal information in a fair and lawful way, to hold personal information only for the specific registered purpose, and to only share or disclose data to authorised persons or organisations following the strict guidelines and principles as outlined in Brandon Centre policies. as instructed

All Brandon Centre employees are expected to sign a confidentiality agreement on taking up their post at the Centre.

Safeguarding of children and adults

All staff have a responsibility to safeguard and promote the welfare of all children and adults that they come into contact with during the course of their work at the Brandon Centre. The post holder will receive the appropriate level of training, both at induction and on an on-going basis. She/he is responsible for ensuring that they are familiar with, understand and always work within the safeguarding policies of the organisation.

Health records, record keeping and record management

All staff have an obligation to ensure that patient records (both paper and electronic) are maintained in accordance with Brandon centre policies, to facilitate clinical care and effective administration, and to ensure that confidentiality is protected at all times. All staff are advised to compile records on the assumption that they are accessible to patients in line with the Access to Health Records Act 1990.

Equality and Diversity

The Brandon Centre is committed to equality in employment and service delivery. Its Equal Opportunities Policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, religion, marital status, sexuality, age or disability and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justified. All those working for Brandon Centre are expected to actively promote equality and diversity in all aspects of their work.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Infection Control

The post holder will ensure compliance with the Brandon Centre's Infection Prevention and Control policies and procedures, and the Health and Social Care Act 2008, ensuring that the risk of healthcare associated infection to service users and staff is minimised.

Waste disposal

All staff must ensure that waste produced within the Centre is disposed of in such ways that

control risk to health or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

Smoke free environment

There is a no smoking policy in operation in the Brandon Centre. In accordance with this policy smoking is positively discouraged and is not permitted on the premises.

To be noted:

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties in discussion with the manager.

This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

PERSON SPECIFICATION: Administrator/Finance Assistant

QUALIFICATIONS			
Description	Essential	Desirable	Evidence
Educated to 'A' Level standard		Yes	Original certificates and Application
Relevant accounting qualification(s), or the ability to demonstrate appropriate skills and knowledge	Yes		Original certificates and Application
EXPERIENCE			
Description	Essential	Desirable	Evidence
Significant experience of working as a Finance Administrator	Yes		Application and Interview
Experience of maintaining spreadsheets and inputting financial data	Yes		Application and Interview
Experience of bookkeeping / accounts	Yes		Application and Interview
Experience and knowledge of Quickbooks would be desirable		Yes	Application and Interview
KNOWLEDGE, SKILLS AND ATTRIBUTES			
Description	Essential	Desirable	Evidence
Excellent computer/ICT skills, particularly Excel	Yes		Application and Interview
An understanding of accounting processes and procedures	Yes		Application and interview
Excellent accuracy, numeracy and attention to detail	Yes		Application and Interview

Ability and willingness to learn to use new ICT software and processes	Yes		Application and Interview
Ability to use own initiative	Yes		Application and Interview
Positive, enthusiastic and self-motivated – able to determine own workload priorities	Yes		Application and Interview
Ability to work as part of a team	Yes		Application and Interview
Ability to work under pressure and to competing deadlines	Yes		Application and Interview
Excellent communication (verbal and written) and interpersonal skills	Yes		Application and Interview
Ability to manage time well and work in an efficient way	Yes		Application and Interview
Able to work flexibly as required	Yes		Application and Interview
An understanding of and adherence to confidential requirements	Yes		Application and Interview