

LCH Finance and Administrative Officer

Job Description



Leeds Community Homes

Role: Finance and Administrative Officer

Hours Contracted: 1 day per week

Line Manager: Cynthia Brathwaite (LCH Chief Operating Officer)

Primary Point of Contact: cynthia@leedscommunityhomes.org.uk

Salary: £145 per day *depending on experience and skills

Term: Initially a fixed term 12 month contract, with the possibility of extending further

Location: Remote home working permitted, 1 day minimum per month in office (central Leeds). Central Leeds will be considered your place of employment.

Days/hours of Work: Flexible, with a firm office day per month.

Holiday: 18 days per annum plus bank holidays pro rata, increasing by a day a year to a maximum of 25 days (pro rata)

Travel and Car Use: Not required for role

Background:

At **Leeds Community Homes** we aim to create and enable community-led homes, that are newly built or brought back into use by local people. Community led housing is a growing movement of people taking action and managing housing projects that build decent and affordable homes. We own and manage Via our subsidiary **People Powered Homes**, we are the Community-Led Housing Enabler Hub for the region, and we work to help groups that want to start schemes to develop new schemes ourselves and to work with others like Councils, landowners and developers to make it easier for community led housing to happen.

Leeds Community Homes are looking for an enthusiastic and efficient Administrator to join our small staff team, and to work alongside our LCH Chief Operations Officer and Chief Executive Officer.

Purpose of role:

To carry out financial and administrative duties to support the effective running of Leeds Community Homes and its subsidiary People Powered Homes.

Job Summary:

We are looking for a detail-oriented and well organised finance and administrative officer to join our team. They will assist the COO and CEO undertaking financial and administrative tasks such as inputting financial transactions into Xero, carrying out monthly bank reconciliations and supporting budgeting and forecasting activities of the organisation and it's subsidiary. The ideal candidate will possess an understanding of financial processes, excellent organisational skills, and be self-motivated to meet deadlines. The role has the possibility to develop and grow along with the growth of our business and there will be opportunities to learn new skills.

Main Duties and Responsibilities:

Financial administration

- Main point of contact for finance enquiries and liaison for Leeds Community Homes and its subsidiary People Powered Homes
- Inputting invoices for payment on the finance system Xero and monitoring accounts payable
- Generate invoices as required for our landlord and community housing consultancy services and monitor accounts receivable
- Carry out monthly bank reconciliations for Leeds Community Homes and People Powered Homes
- Managing the bookkeeping for People Powered Homes and working on various financial tasks for Leeds Community Homes
- Liaising with accountants re. PPH and project related finance records on our bookkeeping software.
- Prepare financial reports for colleagues, board, and funders.
- Diarise funding and finance deadlines and ensure these are met eg annual returns, insurance renewals, subscriptions etc.
- Helping to write funding reports to grant providers and liaising with them re. the receipt of grant monies.

- Managing the finances held on behalf of community-led housing groups; tracking expenditure, making payments and ensuring all payments are in line with grant conditions.
- Monitor and report on financial components of contract commitments with clients. Eg contracted fees, invoiced, due; internal fees and associate costs etc; any monies held on account; grants held in relation; etc
- Ensure associate contracts are up to date and monitor invoices against contracts.
- Work as required toward the outcome of any specific funding or grants, including reporting as required.
- Any other financial administration tasks as required.

Skills you will need (For further details, please refer to the person specification).

- Organisation: disciplined, reliable, undertaking scheduling, liaising with colleagues.
- Technology: proficiency in using a range of software/apps, including word processors, spreadsheets, databases, email, calendars and bookkeeping systems.
- Communication: excellent written and verbal language skills, professional and friendly, good customer service.
- Time management: punctual and productive. Self motivated, open to feedback.
- Problem solving: flexible and creative, teamwork to find solutions.
- Planning: prioritising, project management awareness, attention to detail.
- Learning: enjoyment of improvement, willingness to undertake training.
- Policy: abiding by existing LCH policies, the law, sector good practice. Develop and review policies as required.
- Ethics: an understanding of and harmony with the values of the organisation. Integrity and trustworthiness.

How to Apply:

To apply for this role, please provide the following and email them to info@leedscommunityhomes.org.uk

- An up to date CV
- A covering letter detailing your experience relevant to the role and why you feel you would be a suitable candidate.