

Hub Coordinator

Person Specification -

Leeds Community Homes/ People Powered Homes



Leeds Community Homes

Job Advertisement Date: 05/04/23

Application Closing Date: 23/04/23

Role: Hub Coordinator

Hours Contracted: 3 Days per week, Flexible Hours

Salary: £28,000- £32,000 FTE (Pro Rata)

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

Experience Required: 1 Year of Administration

	Essential	Desirable
Qualifications	A GCSE in Maths and English Language	Undergraduate Degree Other professional qualifications
Experience	1 year of experience working in an administrative role Experience of working within a team Experience of managing priorities	Experience using accounting/book-keeping software (particularly Xero) Experience of administering payroll Experience of managing budgets for a small organisation or above Experience of working on funding bids and writing funding reports Experience of creating funding reports (Profit & Loss, Balance Sheet, Management Accounts) Experience taking minutes and putting

		together board papers
Knowledge	Ambition to learn new skills and develop knowledge in new areas	<p>An understanding of HR Systems</p> <p>An understanding of the legal responsibilities for a small organisation relating to finance (i.e. annual accounts, annual return etc)</p> <p>An understanding of the Community-Led Housing sector would be an advantage</p> <p>Knowledge of building, housing or development processes</p>
Skills	<p>Proficiency in using a range of software/apps, including word processors, spreadsheets, databases, email, calendars and bookkeeping systems.</p> <p>Excellent communication skills; written and verbal language skills, professional and friendly, good customer service.</p> <p>The ability to be flexible with work tasks.</p>	Bookkeeping/ financial management skills.
Person & Values	<p>Organised, disciplined and reliable</p> <p>Punctual and productive. Self motivated, open to feedback and tips.</p> <p>Problem solving: flexible and creative, teamwork to find solutions</p> <p>Planning: prioritising, project management awareness, attention to detail</p> <p>Learning: enjoyment of improvement, willingness to undertake training</p> <p>Policy: abiding by existing LCH policies, the law, sector good practice. Develop and review policies as required.</p>	

	<p>Ethics: an understanding of and harmony with the values of the organisation. Integrity and trustworthiness.</p>	
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