

 **Hackney Giving Finance and Administration Officer**

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| **Job title:** | **Hackney Giving Finance and Administration Officer** |
| **Based at:** | Home-based with one day per week atHackney CVS, The Adiaha Antigha Centre, 24-30 Dalston Lane E8 3AZ  |
| **Employment terms:** | Salary: £30,900 per annum pro rataHours: 3 days a week (21 hours)Contract: 8 month fixed-term contractProfessional level 2 |
| **Reporting to:** | Hackney Giving Development and Programme Manager |
| **Responsible for:** | n/a |

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| **Job purpose** |
| Hackney Giving is a grants programme for the Voluntary and Community sector (VCS), run by Hackney CVS. Relaunched in April 2020, Hackney Giving has so far distributed more than £1,200,000 to charities and not-for-profit organisations in Hackney and the City of London, with another £160,000 to be distributed in the coming months. We are looking for a Finance and Administration Officer to support the Hackney Giving Development and Programme Manager to run this programme.The postholder will be responsible for keeping programme monitoring on schedule, working across multiple funding strands, each with different deadlines. They will receive and process reports detailing the progress of funded projects, checking evidence of delivery and flagging any issues as well as processing invoices in accordance with Hackney Giving and Hackney CVS procedures. The Finance and Administration Officer will work closely with the Hackney Giving Development and Programme Manager to administer at least one new funding round, by providing key administrative support to ensure the process of application assessment including notifying applicants of the outcome is smooth and efficient. |

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| **Main duties** |
| 1. Support the grants application process by providing administrative support, including recording applications received, filing electronic documentation in accordance with Hackney Giving systems, undertaking eligibility checks for applicants, preparing for grants panel meetings, preparing documentation to send to successful applicants and writing to applicants to inform them of the outcome of their application.
2. Administer the Hackney Giving process for monitoring project delivery including
	1. Keeping track of deadlines and reminding grant-holders whose delivery reports are overdue
	2. Acting as a first point of contact for monitoring queries
	3. Receiving electronic monitoring reports and evidence from grant-holders and filing it appropriately in accordance with Hackney Giving systems
	4. Checking evidence of project delivery
	5. Flagging success stories and concerns to the Hackney Giving Development and Programme Manager
3. Process invoices from funded organisations by checking the details are correct and submitting for payment
4. Keeping Hackney Giving records and filing systems up to date, accurate and tidy
5. Attend meetings with programme funders such as Public Health and CCG, including Community Champion Forum meetings on behalf of Hackney Giving
6. Undertake visits to funded projects to support them in delivery
7. Other activities which support the development of Hackney Giving into a sustainable grants programme for the future

**General**1. Help ensure that equality of opportunity is integral to every aspect of Hackney CVS’s work and the Hackney Giving Programme, in particular, that the needs and interests of black and minority ethnic and other marginalised groups are fully recognised.
2. Work in accordance with Hackney CVS’s policies and procedures, including equal opportunities, health and safety, financial systems, etc.
3. Work flexibly as part of Hackney CVS staff team, attending meetings, liaising and interacting with team members, and making a positive contribution to the organisation.
4. Work occasional evenings and weekends as required for meetings and other functions, in consultation and negotiation with line manager, with time off in lieu.
5. Attend staff team meetings, supervision sessions and appraisals and undergo training according to identified need.
6. Attend external meetings according to demands of job and identified need
7. Respect confidentiality in all aspects of the work of Hackney CVS.
8. Carry out any other duties which the Hackney CVS may reasonably require of the post holder relevant to the main purposes of the job.
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**Person specification**

Code:

S – Assessed as part of application shortlisting

A – Assessed as part of assessment at interview
I – Assessed as part of interview questions

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| **Qualifications & experience:** |  |
| Experience of working on grant funding programmes | SI |
| **Skills and abilities:**  |  |
| Ability to communicate effectively, both in writing and verbally, with people at all levels | SI |
| Ability to maintain accurate records | SA |
| Competent user of spreadsheets and word processing packages | SA |
| Ability to perform financial administration in relation to grants programmes  | SI |
| Ability to work across several programme strands at once, meeting their respective needs and deadlines | SI |
| **Knowledge:** |  |
| A demonstrable understanding of the VCS | SI |
| Understanding of due diligence/good practice requirements in relation to grants programmes | SI |
| Understanding of the needs and interests of the communities we work with and for, including black and minority ethnic communities, disabled people, women, LQBTQ+ communities, refugees and migrants. | SI |
| **General requirements:** |  |
| Be pro-active in their approach and deliver work to a high standard  | SI |
| A commitment to community action and social justice | SI |

This post is funded by DLUHC through a local partnership with the City and Hackney Public Health team.

Before any offer of employment is made you will be asked to disclose any relevant criminal convictions. Hackney CVS will always ask for two references before appointing, and these will include your suitability to work with children and young people. Appropriate checks will be made before an offer of employment is confirmed. This role is not subject to a DBS check.

The personal data you provide in order to apply for a job is stored in a restricted access filing system and used for the purposes of shortlisting and interviewing only. The information will be deleted six months after the deadline for that job. The legal basis for this is to fulfil a contract. For further information please see our privacy policy: [Privacy Policy - Hackney CVS - Hackney CVS (hcvs.org.uk)](https://hcvs.org.uk/privacy-policy2/) (hcvs.org.uk)

**The closing date and deadline for completed applications is 9.30am, Monday 9 May**

Hackney CVS positively celebrates diversity and welcomes applications from people from all backgrounds.

**About Hackney CVS**

Hackney Giving is a project at Hackney CVS. Hackney CVS is Hackney’s leading voluntary and community sector support agency and the local Council for Voluntary Service, or CVS.

We support hundreds of groups to run successful voluntary and community sector organisations by giving them access to the key skills, knowledge and resources necessary to respond to the needs of local people, especially those most in need. We also provide a range of partnerships and mechanisms for the local voluntary sector to bid for contracts, work together on key issues, influence policy and develop joint projects.

For more information about our work visit [www.hackneygiving.org.uk](http://www.hackneygiving.org.uk) and [www.hcvs.org.uk](http://www.hcvs.org.uk)

Hackney CVS is a London Living Wage employer and we offer a range of employment benefits as well as the opportunity to work for a well-known and respected non-profit organisation.

Benefits include:

* 25 days annual leave pro rata and additional leave days over the festive period
* continual professional development – both in house and external training relevant to your role
* up to two weeks paid study leave per year pro rata
* a lovely garden
* staff wellbeing champions
* duvet days
* an employer pension contribution of 6%
* cycle to work scheme
* a summer staff away day and a festive party