



SUSSEX COMMUNITY DEVELOPMENT ASSOCIATION

Job Description:

“Let’s Get Working” Specialist Finance Audit Officer

**Reporting to: “Let’s Get Working” Employability Specialist
Audit Officer, dotted line to Finance**

**Work pattern: 22.5 hours per week, permanent.
The role can be based in Newhaven or Hastings with regular travel to
either location**

Salary: £24,982 per annum pro rata

**Let’s Get Working is a Building Better Opportunities project funded by
the Big Lottery and European Social Fund.**



The Organisation

SCDA was founded in 1997. Its primary purpose is the development of sustainable community-based regeneration initiatives addressing the economic, environmental, and cultural and community needs, and particularly addressing the needs of those most vulnerable in the community.

SCDA now runs a range of projects and services aimed at supporting community involvement across East Sussex. Funding has been secured from a range of sources including European, Lottery and charitable trusts as well as contracts to deliver services and run projects in Newhaven and across East Sussex.

To support its core activities SCDA also runs a number of Social Enterprises. These include the Denton Island Nursery, two charity shops and a bicycle recycling scheme.

Service areas include:

Employability – supporting unemployed people across East Sussex, specialising in those who find it hardest to find and sustain paid work.

Community Advice & Wellbeing – delivering a variety of services aimed at promoting inclusion and working with local individuals and groups with diverse cultural heritages; supporting people at risk of anti-social behaviour and hate crime; offering access to a range of specialist advice provision through partners; and mental health and wellbeing in the community.

Community Development & Health – delivering targeted and general Youth provision locally; raising the profile of communities in which we work through regular community events; offering a suite of Family Learning and Inclusion activities for parents and carers of Under 5's; delivering a range of services around food; green and open spaces; and promoting physical activity.

With services delivered through Willingdon Trees in Eastbourne and at Hailsham Hub, we also manage Denton Island Nursery which Ofsted has registered as 'Good' and which has remained open throughout the Corona Virus pandemic, and Seahaven Foodbank which has been a crucial essential service during Covid-19.

SCDA has a strong track record in partnership working and in the quality of service delivery to meet the needs of the most vulnerable in the community: helping the community help itself.

SCDA Employability

is a Matrix accredited service that is multi-funded and works within a competitive target driven environment.

Employability contracts

SCDA Employability has delivered contracts for: ESF, IAG/Next Step, Skills Coaching, Skill Funding Agency, SEEDA, NIACE, UK on-line, East Sussex County Council and local borough councils, DWP Work Programme.

Our Mission - to assist all members of their local communities to access work, learning and volunteering

The context of the job

The organisation though fairly small in terms of staff at approximately 98 employees, continues to grow - especially in terms of its geographic remit and amended delivery in light of the impact of Covid-19 on our communities. One of SCDA's Core Values is teamwork and support for colleagues, and we expect all members of staff to demonstrate flexibility within their specified job role and offer continued support to other colleagues and when required

SCDA is funded to provide intensive and ongoing practical employment support for disadvantaged people with health conditions or disabilities to move into sustainable volunteering, education, training or employment. This role is part of the 'Let's Get Working' project, which follows the principles of social prescribing to enable SCDA to engage with those who will benefit from it the most. Effective relationships with the medical and health sectors are central to the success of the project.

From time to time the requirements of the role may entail the post holder working out of normal office hours, additional remuneration is not applicable for additional hours worked over and above the contractual hours; time off in lieu may be granted in accordance with SCDA's policies.

Covid-19

The impact of Covid-19 can be felt and seen across all of SCDA's services, and great care has been taken to draft appropriate risk assessments which meet staff, volunteer and service user health and safety concerns and to reduce the risk of transmission of the virus, wherever possible. Blended working and delivery will be tailored to meet Government guidance and SCDA risk assessments.

Job Purpose

The purpose of the role of Specialist Finance Audit Officer is to provide specific & accurate financial updating, co-ordination and accurate completion of all funding related expenditure. Additionally responsible for ensuring all the required evidence is on file and auditable to the correct standard.

Utilising an accounts package, such as QuickBooks or similar, the post holder will input and monitor figures accurately, with attention to detail, and be accustomed to regular review/audit and performance reporting.

Main tasks

Specialist financial audit and scrutiny:

- Collation and submission of financial annexes A & O every quarter
- Check all financial allocation of expenditure and allocate to appropriate funding stream, ensuring accuracy and attention to detail at all times
- Assisting with response to specialist queries across the supply chain as required
- Prepare payment runs and ensure authorisation is received before sending to the bank
- Create reports from the system and provide financial data necessary for funding reporting and performance management

- Collate timesheets for payroll of Let's Get Working team
- Prepare accurate & high quality finance returns for SCDA's Finance Manager and Let's Get Working Senior Services Manager
- Work closely with the Senior Services Manager and Specialist Audit Officer to ensure compliance and eligibility adherence across the supply chain
- Be available (where possible) for up to 4 weeks after each submitted claim for external audits and for answering questions raised by the funder
- Maintain project and funder compliant storage of financial evidence that reflects each line on Annex O in corresponding order
- Liaise with, replenish and audit a number of different SCDA petty cash/beneficiary expense floats across Employability work area
- Other accounts administration to include photocopying, and document scanning as required.
- Any other duties commensurate with the level and expectations of the role and the potential changing funder requirements.

EQUAL OPPORTUNITIES

Sussex Community Development Association is working towards equality and has policies relating to the equality of opportunity in employment and service delivery. All staff are expected to comply with these policies.

HEALTH AND SAFETY

All staff have responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with SCDA health and safety policies and to undertake specific health and safety responsibilities as necessary.

This job description will be reviewed from time to time or as necessary and may be amended to meet the changing needs of the organisation. It will also be used as the basis for the determination of objectives and the content is subject to annual review.

Signed by post holder:.....Dated:.....

Person specification

Essential qualification and experience:

- Excellent organisational skills and a systematic approach
- Excellent level of numeracy/accuracy and close attention to detail
- Ability to communicate clearly with a wide range of people
- Strict adherence to the confidentiality of sensitive and personal information relating to individual staff pay and benefits
- Excellent Excel and Word skills, including the use of formulas
- Familiarity with QuickBooks or similar account applications
- Ability to work under pressure and to meet deadlines
- Excellent interpersonal skills including clarity, tact and where necessary firmness.

Desirable:

- AAT qualified or qualified by experience
- Previous auditing experience
- Knowledge of the voluntary/community sector.

Essential personal qualities:

- Honesty and accuracy
- Adherence to data principles and confidentiality relating to company sensitive information
- A flexible and positive approach to work and challenge
- Ability to work with minimal supervision but as part of a team
- Ability to work on own initiative.
- Responding to queries in a timely and accurate fashion
- Computer literacy, particularly MS Outlook, Word and management information systems
- Excellent Excel skills including the creation and use of formulas to ensure consistency and prevention of errors
- Some experience, and sensitivity to working with people from disadvantaged backgrounds.
- A flexible and positive approach to work and challenge
- Ability to work with minimal supervision but as part of a team
- Ability to deliver projects to specified deadlines
- Understanding of or willingness to learn about the needs of a wide range of socially excluded people.

Skills:

- Good computer literacy with Microsoft and databases
- Organisational and workload management skills

Circumstances:

- To be able to travel to various locations in and around East Sussex area easily and economically.
- Post subject to DBS & health checks.