

Job description

Title:	Finance and Human Resources Officer
Organisation:	Bliss, the premature and sick baby charity
Location:	Bliss' head office, London SE1
Salary:	£25k-£27k, dependent on experience
Terms:	Permanent; part-time (26 – 28 hours per week flexible)

Role description

Main purpose of the role

To provide finance and HR administrative support to Bliss, under the overall guidance of the Head of Finance & Operations.

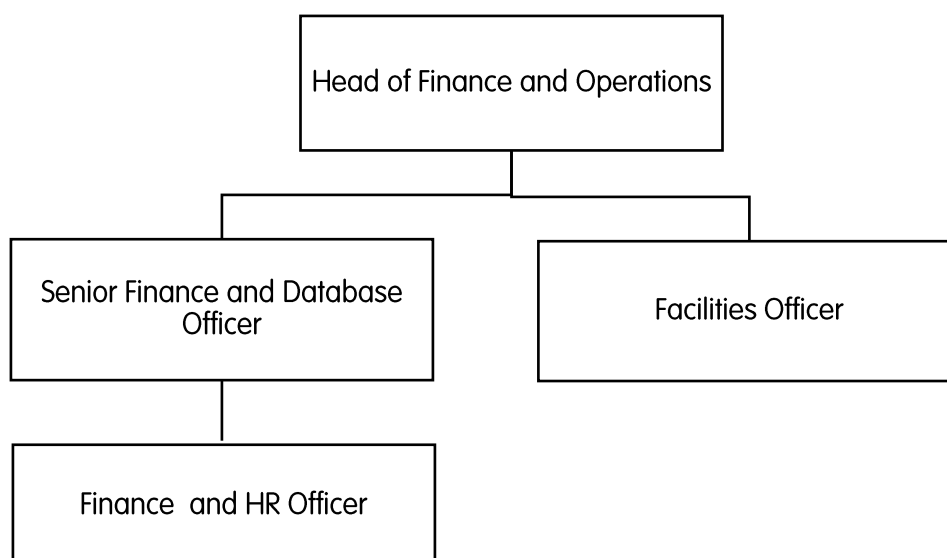
This role is a varied and interesting role, encompassing purchase ledger and sales ledger management, payroll, recruitment, bank reconciliations and HR administration. You will need to be able to manage your time effectively across a number of different tasks simultaneously, and place a high emphasis on quality, accuracy, flexibility and efficiency.

About the team and department

The Finance and HR Officer role sits within the Finance and Operations team. This small team is responsible for the support functions of Bliss comprising Finance, HR, Facilities and IT.

Reporting structure

This role reports to the Senior Finance and Database Officer.



Key responsibilities

1. Payroll

- Prepare the monthly payroll and administer Bliss' payroll process, with approval from the Head of Finance and Operations for all payroll changes
- Liaise with external providers as necessary including payroll and pensions
- Supporting with salary benchmarking

2. Finance

- Keeping the Purchase Ledger and Sales Ledger up to date and reviewing regular aged debtors and creditors reports
- Managing the monthly payments run, checking invoices for payment and uploading to the bank
- Manage the monthly credit card processing and journaling
- Administer the finance email inboxes and action items as appropriate
- Assisting the Facilities Officer with postal income, travel bookings and invoice processing
- Assisting the Finance Team in completing regular reconciliations
- Assist with general finance administration, including communicating with suppliers and customers.
- Supporting with finance tasks as necessary to prepare the monthly management accounts and the annual statutory accounts, including preparing schedules for audit

3. General HR administration

- Support with recruitment activity including liaising with line managers, recruitment agencies, advertisers and candidates to ensure vacancies are filled on a timely basis in accordance with recruitment policies and procedures
- Carry out all on-boarding of new staff including issuing offer letters, contracts and carrying out pre-employment checks
- Carry out all leaver processes including ensuring documentation of exit interviews and liaising with external providers including payroll and pensions
- Ensure that all staff records are comprehensive, accurate and up to date and managed within the requirements of the Data Protection Act. Manage the annual staff survey process, including collating, analysing and reporting back on data collected
- Manage the bi-annual appraisal process, ensuring all appraisals have been completed and documented
- Manage the annual staff survey process, making appropriate recommendations and supporting in their implementation
- Liaising with our HR specialist service for HR advice and support as necessary

4. Other

- Any other duties as may reasonably be requested by the Senior Finance and Systems Officer
- Liaising with key members of staff throughout the organisation to facilitate change and obtain and act on stakeholder feedback.

Person specification

The following are essential:

- Knowledge of preparing payroll
- IT literate (proficient in the use of MS Office – particularly Excel, but also Word, Outlook and PowerPoint)
- Experience of working in a Finance Department
- Experience preparing reconciliations
- High level of discretion
- Excellent organisational skills with a flexible approach to managing and prioritising multiple tasks
- Ability to liaise with a wide range of internal and external stakeholders
- Strong analytical skills, able to think logically and work efficiently
- Excellent written and verbal communication skills, with the ability to adapt your communication style for different groups
- A high level of accuracy and attention to detail

The following are desirable:

- Relevant accounting or HR qualification
- Successful track record of managing recruitment activities and campaigns
- Experience of working within the charity sector
- Experience of working with or managing databases
- Experience using an Accounting System

Special conditions

- Able to demonstrate commitment to the aims and objectives of Bliss
- Willingness to work outside office hours and weekends on occasions
- Willingness to undertake further training as and when required

Health and Safety and Codes of Conduct

- To carry out all work in accordance with Bliss' health and safety policy
- To adhere to Bliss' Equal Opportunities and Diversity policies at all times
- To adhere to Bliss' financial monitoring processes
- To ensure compliance with the Data Protection Act
- To adhere to Bliss' User Involvement Policy and practice and to work closely with a range of stakeholders and users of our services to best design, support and evaluate our activities.

About Bliss

Bliss is the UK charity for babies born premature or sick. Our vision is that every baby born premature or sick in the UK has the best chance of survival and quality of life.

We champion the rights of every baby born premature or sick to receive the best care. We achieve this by empowering families, influencing policy and practice, and enabling life changing research.

For more information about Bliss, visit bliss.org.uk