



<b>Job Title:</b>	Who Dares Works Finance Assistant
<b>Location:</b>	Health and Wellbeing Innovation Centre, Treliske, Truro
<b>Salary banding:</b>	£19,000 - £22,000 according to experience and qualifications
<b>Contract type:</b>	37.5hrs per week fixed term contract to December 2019
<b>Responsible to:</b>	Who Dares Works Finance Manager

### Main Purpose of Job:

As a key member of the Active Plus “Who Dares Works” project management team, you will play a critical role in the administration of this exciting project that is funded by the European Social Fund and the Big Lottery Fund.

You will work closely with the Finance Manager and Project Manager to support all aspects of the financial administration of the Project including purchasing, payments, claims, compliance and accounting procedures. You will use the Quick Books system and operate within the terms and conditions of grant funding from the European Social Fund and Big Lottery Fund.

### Key Relationships:

Internal	External
<ul style="list-style-type: none"> <li>Who Dares Works Finance Manager, Project Manager and Compliance Manager</li> <li>Who Dares Works Partnership Managers and Project Support Officers</li> <li>Active Plus Senior Management Team</li> <li>Active Plus Office Manager</li> </ul>	<ul style="list-style-type: none"> <li>Who Dares Works project delivery partners</li> <li>Who Dares Works stakeholders – including funders, strategic partners and referral partners</li> </ul>

### Main Duties and Responsibilities:

- Support the Finance Manager with day to day to day tasks including processing purchase orders, payments, secure scanning and filing of financial documents
- Take ownership of the participant expenses (Annex N) end to end process, ensuring payments are eligible and that paperwork is compliant and supported by relevant evidence within the participant files



- Build positive relationships with Project partners, supporting them to produce monthly claims that are on time, accurate and complete
- Maintain paperwork systems and filing in relation to quarterly claims to Big Lottery, including the staff lists and supporting documents
- Work with the Finance Manager to compile quarterly claims to the Big Lottery and to report the overall spend against profile.
- Undertake the day to day financial transactions for the Active Plus Who Dares Works project and delivery teams, using the Quick Books system
- Maintain the petty cash system
- Ensure that data is processed in accordance with the General Data Protection Regulation at all times
- Undertake other Project related duties as required

**This post is funded by the Big Lottery Fund and the European Social Fund**

### Person Specification

Skills, Knowledge and Experience		
Essential	Desirable	How Identified
Excellent IT and online skills including demonstrable use of Office 365	ECDL or similar qualification. Use of bespoke databases	CV, Personal Statement
Proficient in the use of Microsoft Excel		
Good interpersonal skills, including the ability to relate to and communicate with a broad range of people and groups. You must be able to provide examples that demonstrate your competence in this area		Personal Statement Interview



Experience of both working effectively within in a team and managing daily workloads to meet deadlines and quality expectations. You must be able to provide examples that demonstrate your competence in these areas		Application Form Interview
Good all round administrative skills including handling money	AAT or business administration qualification	Personal statement Interview
Experience of managing budgets and/or grant funding claims processes	Experience of Big Lottery and/or European Social Fund claims	CV Personal Statement Interview

This role is eligible under the exceptions to the Rehabilitation of Offenders Act and will therefore require the successful applicant to complete an Enhanced Disclosure and Barring Service check (DBS).

**Application Process:**

Please email the following documents to [laura@activeplus.org.uk](mailto:laura@activeplus.org.uk) no later than **noon on Sunday 19<sup>th</sup> August 2018:**

1. A CV of no more than 2 sides of A4 including 2 referees
2. A personal statement of no more than 2 sides of A4 outlining your skills, knowledge and experience in relation to the essential criteria listed above.