

**Finance and Administration Officer**

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| **Directly responsible to: Finance Manager** **Salary (starting): £25,500****Grade/Band: C.1****Location: Hybrid working with regular work in Loughborough office****Contract:** **Permanent, Full-time** |

# About Activity Alliance

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| Activity Alliance is the leading voice for disabled people in sport and activity. Established in 1998 as a national charity, we were previously known as the English Federation of Disability Sport. Our vision is fairness for disabled people in sport and activity. Sport and activity play an important role in our nation’s health. We want to create a fair society for everyone. A place where everyone can be active however and wherever they want to be.Our ambition is to close the gap between disabled people’s level of inactivity and that of non-disabled people. We are to close this gap within a generation by achieving two clear organisational goals: 1. Changing attitudes towards disabled people in sport and activity
2. Embedding inclusive practice into organisations

Our values underpin everything we do. They shape our work and support us to embed a strong dynamic culture across our organisation: * We care – we are passionate about what we do, and who we do it for.
* We unite – we collaborate with others to achieve greater outcomes.
* We champion – we recognise everyone’s voice must be heard if we are to provide equitable place to live, work, and thrive.
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# Role purpose

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| We are looking for a proactive and engaging individual with an AAT qualification and excellent administrative skills to help Activity Alliance meet its charitable aims.As part of the Corporate Services team, the post holder will be managed and work closely with the Finance Manager to capture the day-to-day financial information accurately. They will also work across the organisation supporting their effective administration.The postholder will need to demonstrate the utmost attention to detail in the transactional management of finances while and proactive and flexible approach to supporting different teams with their highly honed administrative skills. |

# Key responsibilities

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| * Maintenance of processes and systems to ensure the smooth running of the organisation’s finance function
* To be responsible for keeping up to date and accurate records of financial transactions on Excel and Sage 50 accounting – this includes the input and coding of purchase invoices and orders, sales invoices, and bank transactions.
* Raise and issue sales invoices, where necessary and appropriate follow up outstanding invoices and resolve any issues.
* Liaise with suppliers and creditors to maintain relationships as part of cash flow management.
* To check and reconcile purchase invoices ready for payment, to investigate and resolve any issues.
* To prepare the weekly payment run for approval.
* To manage the purchase order process ensuring compliance in line with policy.
* Complete regular bank, Petty cash, and credit card reconciliations.
* Support the preparation for the annual audit, e.g., fixed asset records etc.
* Train colleagues on finance procedures and protocols and advising colleagues on finance queries.
* Liaising with staff and volunteers to process expense claims accurately and timely.
* Field and respond where possible to general enquiries through the ‘info box’ and switchboard
* Support in the management of the CRM system
* Support office management, welcoming guests, ordering supplies, supporting colleagues with travels arrangements etc
* To offer additional administrative support across the organisation where necessary, for example but not exhaustive: supporting the Events team with bookings for internal and external activities.
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# Person specification

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| **Key behaviours*** Collaborative and consultative
* Self-motivated and driven
* Passionate about diversity and inclusion
* Positive, creative, and innovative
* Aligned with organisational values
* Able to embrace change and comfortable in a dynamic environment
* Able to work independently as well as part of a wider team
* Performance orientated, accepting responsibility for key objectives
* Able to seek solutions to challenging issues
* Honest and treats people with respect
* Adheres to policies and demonstrates loyalty to the company
* Committed to providing an excellent quality of service
* Committed to making a real difference
* Excellent time management

**Essential skills/experience*** AAT qualified
* Experience of financial accounting in a small to medium sized organisation preferably charity
* Familiarity with using software packages and strong Microsoft Office skills (particularly Excel and Outlook).
* Good experience preparing information for management reports
* Experience of processing sales and purchase systems and maintaining credit control systems
* Experience of using Sage 50
* Strong communication skills
* Attention to detail
* Good English language skills and experience of report writing.
* Good organisational and time management skills; able to prioritise workloads effectively, meet deadlines and monitor outcomes.

**Desirable skills/experience*** Flexible, practical approach to meeting the organisations’ needs.
* Ability to take initiative, work independently and within a team.
* Knowledge and/or experience of engaging the disability sector and/or sport and activity sector.
* Experience and knowledge of conducting meetings/webinars via MS Teams and Zoom
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# Contributions to Activity Alliance’s work

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| * Demonstrate our organisational values and behaviours in everything you do.
* Undertake any other duties as required by the line manager or executive leadership team that are commensurate with the role.
* Work effectively with colleagues in other teams to achieve our organisational goals.
* Actively share your knowledge and expertise with colleagues to support staff development and working processes.
* Keep up to date with key issues, reports, announcements, and legislation on the development of sport and activity for disabled people. When required, take up internal and external training and development opportunities to support this.
* Comply with our organisational policies and processes including the staff handbook, equal opportunities policy, and code of conduct.
* Actively ready to promote and advocate equality, diversity, and inclusion.
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# Other role requirements

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| Ability to travel across the UK and willingness to work away from the normal place of work as required. The post holder will need the flexibility to work occasional unsocial hours including evenings and weekends. |

# Equality and diversity

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| Activity Alliance is committed to championing equality and diversity in all aspects of employment and in the services that we provide. All employees are expected to understand and promote the Activity Alliance equal opportunities policy in their work. All Activity Alliance staff are required to actively promote, influence, and encourage the empowerment of disabled people in sport and activity.  |



# Contact details

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