

There has never been a more exciting time to join the HEY Smile Foundation team. Our work spans across the Voluntary, Community and Social Enterprise Sector (VCSE), as well as connecting opportunities with the private and public sector.

We are connected, joining assets to community knowledge, creativity and inspiration. We are helping VCSE organisations of all shapes and sizes be heard and play a part in solutions, not just highlight community problems.

We have grown significantly in the last 11 years but are still agile enough to respond to the communities need, not prescribe the same methodology *'because that's what has always been done'*.

We are sustainable in our own right. Whilst developing others, we have ensured we had one eye on our own platform, securing £3m in assets and generating an average of £800k turnover a year in earned income to by masters of our own destiny and focus on the Wow not Woe in our communities across the Hull and the East Riding.

Covid 19 has provided us with an opportunity to share our way of working further, and in the East Riding we are seen as a community lead and the *Go to Charity*, now more than ever. We are proud to say we now have the strongest charitable board in the region, and likewise we have a team of highly skilled and proactive charity leaders.

Finance is an area of work that has grown significantly in recent years with the Smile family now encompassing HEY Smile Foundation, J B Willows Working Men's Cottages and Hull Youth Support Trust. All three are charities in their own right. In addition to this, we administer a number of grants on behalf of local funders and support a small number of NHS charities with their procurement and finance functions.

Role Profile

1. Job title:	Finance Administrator
Location:	HEY Smile Foundation / Remote Working
Reports to (Job Title):	Head of Business & Communications
Salary scale:	£18,800 to £21,000 pro rata
Working Hours:	30 hours per week
Contract Duration:	Permanent
Closing date:	Midnight on Sunday 21 st February 2021

2. Purpose:

To support finance functions across the Smile family of charities, contracts and funds.

3. Joint responsibilities:

- Uphold and invest in the HEY Smile Foundation Vision, Mission and Values.
- Promote equal opportunities (in terms of race, gender, religion, sexual orientation, and other forms of discrimination) through the HEY Smile Foundations work.
- Continually develop your skills to meet the needs of our evolving organisation.
- Be agile in your working, continually developing our processes and ensuring best practice
- Continue to help position Smile as the 'Go To' Charity in Hull and East Yorkshire.
- Support the development of financial case studies and impact reports, to ensure we are displaying our value to key stakeholders.
- Ensure all policies and procedures are understood and adhered to.
- Support a positive working environment, be visible, energetic and participative, encouraging cross team working and initiatives
- Undertake all other reasonable requests made via the CEO and Heads of Department.

4. Key role responsibilities

- Provide a first point of contact for all external finance queries.
- Day to day management of the Xero finance systems including data entry of purchase orders, bills and invoices
- Provide financial reporting and administrative support specific to individual projects and events
- Support the recharge process relating to our various contracts

- Cash handling of donations (collection boxes)
- Prepare payments
- Reconcile transactions
- Manage third party donation reporting including text donations and Just Giving
- Support the grant payment process in conjunctions with colleagues and grant panels
- Support the production of internal reporting in conjunction with the Head of Department
- Provide back office assistance to support the annual audit process and quarterly Trustee committees

5. Decisions that the job holder typically makes may cover the following areas:

- (Resource management) How to maximise resources efficiently
- (Development of skills) Training requirements focussing on the continual development of systems and processes
- (Finance) Development of budget requests to Head of department to fulfil desired outcomes
- (Time management) Prioritisation of your own time to meet outcomes
- Escalation of work to Heads of department

6. Outcomes based

HEY Smile are working towards being outcomes focused. There is a lot of learning and development still to be concluded, but with this in mind your contracted hours are 30 per week. You will be asked to attend on and offline meetings weekly with your line manager and colleagues setting agreed outcomes for the period. However the way in which you distribute these hours across your working week is flexible, and strong communication with your Head of Department is key.

7. Knowledge, skills and experience required by the job holder:

Taking on a role with Smile you will be seen as a leader in the East Riding voluntary, community and social enterprise sector, delivering capacity and capability support. You will form part of a team of experts, who share their skills and expertise alongside our partners across the private, public and voluntary sector, maximising resources for our inspiring communities.

Essential	Assessment
Self-motivated and able to work under own initiative.	Cover letter/CV and interview
Ability to manage own priorities and manage own workload to agreed deadlines and quality standards.	Cover letter/CV and interview
Excellent attention to detail, in particular on data entry	Cover letter/CV and interview
Experience and knowledge of finance and accounting procedures	Cover letter/CV and interview
Good general IT skills, in addition be able to professionally operate meetings via, Zoom, Microsoft Teams and Skype.	Cover letter/CV and interview
Desirable	Assessment
Finance and/or business qualification	Cover letter/CV and interview
Experience of working with databases and customer relationship management systems	Cover letter/CV and interview
Previous use of Xero accounting software	Cover letter/CV and interview

Although the HEY Smile offer flexible working, the place of work will remain HEY Smile Head Quarters, Queens Gardens, Dock Street, Hull, HU1 3AE. **Parking is not available*

Please get in touch if you would like to have an informal conversation to find out more. We'd love to hear from you. Please contact:

Ann Newlove
 Head of Business & Communication
an@heysmilefoundation.org
 07814 486357

To apply for this role, please e-mail your CV with a covering letter/e-mail to recruitment@heysmilefoundation.org

This document is written to summarise the key responsibilities of the job holder. It is not intended to be exhaustive and the job holder may be required to do more than is listed here within reasonable parameters. Document date: February 2021