



Northamptonshire
Children's Trust

Job Description

Job Title: Arnold House - Business Support

POSCODE: HAY01367

Grade: G

Overall Purpose of Role

To provide effective and efficient administration and financial support to the Home Manager, staff and clients to ensure the day to day smooth running of the residential unit.

Main Accountabilities	
1	To provide an administration support function including office administration, word processing, personnel administration, IT applications etc., to ensure all staff and clients are fully supported with the operation of the home on a daily basis.
2	To provide the Team Manager with up to date information with regard to the budget and to ensure that all accounts in relation to finance are closed at year end and any outstanding payments are reserved and carried over to the next financial year.
3	To ensure effective financial systems and procedures are in place in order to process invoices, monitor petty cash, carry out bank reconciliations etc., in accordance with Audit and Finance Regulations.
4	To manage the ordering of supplies, materials and equipment for the unit, ensuring all stock held on site is maintained and makes efficient use of resources.
5	To process all paperwork in relation to the monthly payroll returns, ensuring a log is maintained of all additional hours and that the correct signatory signs off and deadlines are met.
6	To assist the Manager of the home in maintaining the building, systems, equipment and health and safety to ensure the welfare of all staff, clients and visitors entering and leaving the home on a day to day basis.
7	To maintain and provide monthly sickness absence reports to payroll, carry out quarterly audits for periods of five absences and provide information to the Team Manager in order for them to manage absence.

8	To maintain staff annual leave records, ensuring all information is up to date, accurate and agreed in accordance with regulations.
9	To maintain staff and client records in accordance with confidentiality and data protection.
10	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
11	To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Trust.

Safeguarding commitment

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
	Good level of English and Maths, equivalent to GCSE.	Essential

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
Knowledge:		
	Maintain confidentiality and have a knowledge of data protection.	Essential
Skills:		
	Good organisational skills.	Essential
	Typing skills, IT literate with experience of MS Office, Word and Excel.	Essential
	Ability to meet deadlines with accuracy and attention to detail.	Essential
	Able to work under pressure.	Essential
	Ability to prioritise own workload.	Essential
	People and interpersonal skills, communicating at all levels with staff,	Essential

	clients and visitors to the unit.	
Experience:	Proven financial experience with the ability to undertake ordering, maintaining petty cash, carrying out bank reconciliations	Essential
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

Disclosure level

What DBS Level is required for this post?	
None	<input type="checkbox"/>
Standard	<input type="checkbox"/>
Enhanced Child Only	<input type="checkbox"/>
Enhanced Child/Adult Bar	<input checked="" type="checkbox"/>

Working Arrangements

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	<input type="checkbox"/>
Flexible	<input checked="" type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>