

# Midaye Somali Development Network

## Finance and Administration Officer

---

**Midaye is looking for** a Finance and Administration Officer. You will be responsible for management of our busy office and basic finance work. You will undertake a full range of administration, maintaining excellent records. You will oversee our finance assistant, ensuring that Midaye's income and expenditure is properly documented and authorised.

You will be a central part of our vibrant, committed staff team – supporting our work in the community with e.g. single mothers, people with disabilities, and those with long term health problems. We work with members of all BME communities for whom English is an additional language – Ethiopian, Somali, Sudanese, Eritrean, Iraqi and others. Our clients are usually refugees, and we help them become healthier, better educated and more informed about services. Our activities empower, advocate for and support the most disadvantaged and isolated members of our community.

Midaye, although still a small organisation (16 staff), has grown rapidly over the past 5 years – we have developed partnerships with local authorities, NHS Clinical Commissioning Groups, and other charities; become known for our innovative community work on FGM, chronic health, and educational underachievement; and become valued contributors to local, regional and national policy in our areas of work. At the same time, we have retained our deep community links with some of the most marginalised groups in London.

If you would like to join us in providing our crucial community services, you must demonstrate that you are highly organised and efficient, able to prioritise and manage your workload and function calmly and effectively in a busy office. You will understand community organisations and be experienced in office systems and basic finance work. You will have excellent interpersonal skills and be confident with IT systems.

In return, you will gain the satisfaction of knowing that your work is making a difference to disadvantaged communities in London. Your role will be a crucial one within Midaye, and the work you do keeping us organised and on track will be appreciated by staff, volunteers, trustees and clients alike. You will have the opportunity to grow in your role, and to gain experience in all parts of running a busy charity. You will be part of a warm, friendly staff team who work towards Midaye's goals with commitment and good humour.

### **About Midaye**

Midaye was set up in 2002 by women from the local community. Our work supports multiply excluded members of the BME community in Kensington and Chelsea, Westminster and Hammersmith and Fulham. Most of our clients speak little English.

We provide information, outreach, training and support on health, housing, education, benefits, domestic violence and other issues, as well as Supplementary School for children and outreach to families needing parenting support.

We work across all these areas using an advocacy model. Our activities empower and support the most marginalised members of our communities; helping individuals to help themselves and have the knowledge to improve their life in a meaningful way.

**We look forward to receiving your application by 5pm on 6 June, 2017.**

## Midaye Somali Development Network JOB DESCRIPTION

---

**Post title:** Finance and Administration Officer

**Key purpose:** To provide finance and administrative support for Midaye's work

**Responsible to:** Director

**Responsible for:** Administrative and/or finance support workers or volunteers, as appropriate

**Salary:** £15,312 pa for 22.5 hours work per week (equivalent to £25,520 full time)

**Hours of work:** 22.5 hours/week over 3- 4 days/week, usually during our office hours of 9-5. Some flexibility may be possible.

**Location of work:** Midaye's offices in West London

---

### Major objectives/key tasks

You will contribute to the effective delivery of Midaye's projects through being responsible for day to day administration of our busy office and ensuring Midaye's income and expenditure is properly documented and authorised.

You will need to function calmly and effectively in a busy office - which also serves as the centre of our community services, so can have staff, volunteers and community members all talking, using computers and delivering services to clients at the same time.

This is a job for someone who likes being in a vibrant environment and who wants to be a crucial part of providing desperately needed community services. You will be a central part of our team – the 'glue' that holds together staff, volunteers, projects, trustees and stakeholders – and will be responsible for the systems that organise all these elements of our work. You will need to be highly organised and efficient, with a good attention to detail. At the same time, you will need to be flexible and have a good sense of how to prioritise competing demands on your time.

Training will be provided on specific systems or unfamiliar financial procedures for candidates with good overall skills.

### Key responsibilities

#### Finance

- To ensure the timely payment of invoices and expense claims
- To be responsible for Petty Cash, ensuring expenditure is adequately controlled
- To monitor income and ensure all grant and contract income invoices are raised and paid in a timely and accurate manner.
- To enter all financial transactions into the accounting system (Xero), ensuring costs are allocated to the correct project
- To maintain financial files and accounting records
- To oversee Midaye's Finance Assistant
- To provide information for Midaye's external accountant and support the process of producing management and annual accounts.
- To work with the Director and external accountant to prepare the annual budget and in-year forecasting

- To collate financial information for funding bids as required

### **Administration**

- To provide administrative support for all Midaye community work, and to support project managers in keeping projects running to time and budget
- To keep all HR, employment and volunteer records up to date, liaise with payroll, prepare contracts, process DBS applications, maintain holiday and sickness records, etc
- To process all incoming mail and telephone calls, distribute as required and respond to general enquiries
- To set up and maintain a register of funding contracts, including reporting deadlines and requirements
- General office administration including ordering office supplies and managing office equipment such as computers and phones.
- To organise meetings, maintain the office calendar, draft agendas and take minutes for meetings

### **Other duties**

- To ensure Midaye's policies are up to date and approved by Trustees annually.
- To attend any training necessary, and to support the Director in setting up training for staff.
- To work closely with Midaye's Director, Development Officer, Project Officers and advisers (including accountant, fundraiser and evaluator as requested)
- To perform other related duties as assigned.

The successful candidate will be committed to Midaye's Equal Opportunities Policy and their responsibility for its practical application. They will also be supportive of our aim to empower, advocate for and support the most disadvantaged, isolated and marginalised members of the BME communities for whom English is not a first language.

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the job holder.

## Person specification: Finance and Administration Officer

### Qualification

- A level, HNC, NVQ3 or equivalent

### Experience

- A minimum of 3 years relevant experience in administration in a busy office environment
- Experience of finance work including sales and purchase ledger, and petty cash
- Experience of working in the community/charity sector in an administrative or finance capacity
- Experience of managing a varied workload with competing priorities and working to deadlines

### Skills and Competencies

- Good interpersonal skills, and the ability to work closely with Midaye projects, staff and volunteers as part of a team
- Good written and spoken English
- Excellent IT skills, including Microsoft Outlook, Powerpoint, Excel, Word and an accounts system such as Quick Books, Sage, Xero or similar
- Good numerical aptitude
- Proven understanding of administrative procedures, systems and office management
- Very well-organised, with good attention to detail
- A self-starter, able to self-motivate, manage time well and juggle competing work demands within a busy office environment
- Understanding of and ability to maintain confidentiality

### Behavioural Requirements

- Supportive of Midaye's aim to empower, advocate for and support the most disadvantaged, isolated and marginalised members of BME communities for whom English is not a first language
- Non-judgemental and positive approach to clients and volunteers

All applicants must be eligible to work in the UK. Midaye is committed to equal opportunities and actively encourages applications from all sectors of the community. We shortlist based on competencies and not on race, religion, sex, physical or mental disability, or age.

To apply, please fill in the attached application form and email to us at:

[filsan@midaye.org.uk](mailto:filsan@midaye.org.uk)

Please note - we will not accept CVs – you must complete the application form and return it to us no later than **5pm on 6 June 2017**. Shortlisted applicants will be interviewed on **22/23 June**.