



AURORA
Wellbeing Services



Finance Officer & HR Administrator

Candidate Information Pack

Closing date - 26th April 2024



Aurora Wellbeing Services
The Old Library & Museum
Memorial Avenue
Worksop
S80 2BJ



01909 470985
HR@aurorawellbeing.org.uk
www.aurorawellbeing.org.uk
Charity no. 11166462



“ The Aurora service is a lifeline for those people facing the shocking diagnosis of cancer. ”

“ The compassion and support we have received from the first moment we walked through the door has been exemplary.

Aurora provide such a wonderful service which is much needed and very much appreciated.”



About Aurora

The Aurora Wellbeing Services based in Worksop, Doncaster and Mexborough provide a unique service supporting people affected by cancer or long-term conditions, as well as the wider local community.

We provide person-centred, holistic support to local people, and encourage them to be active participants in their wellbeing. We work together to improve both their physical and emotional health.

Aurora provides a range of support services, including counselling, support groups, exercise & dietetic sessions, beauty & holistic treatments and more.

About the Role

Job Summary

The role of the Finance Officer is to take responsibility for the day-to-day management of our financial transactions and procedures in line with organisational and legal requirements. In addition, the role has administrative responsibility for HR processes and record keeping.



Job title	Finance Officer & HR Administrator
Location	The Aurora Wellbeing Centre, Old Library and Museum Building, Memorial Avenue, Worksop, S80 2BJ.
Salary	£27,000 - £30,000 FTE dependent on experience
Hours	37.5 hours per week (job share/part-time/flexible working would be considered)
Contract	Permanent
Annual leave	28 days (including 5 bank holidays). Additional Christmas leave benefit: 3 days (25th, 26th Dec, 1st Jan)
Reports to	Chief Executive

Finance Responsibilities

- Keep accurate records for all daily transactions.
- Prepare balance sheets.
- Process invoices.
- Record accounts payable and accounts receivable.
- Update internal systems with financial data.
- Prepare monthly, quarterly and annual financial reports.
- Reconcile bank statements.
- Participate in financial examinations/audits.
- Track bank deposits and payments.
- Assist with budget preparation.
- Work closely with our external accountants on annual account preparation
- Review and implement financial policies.
- Manage the VAT control account and work closely with VAT advisors on quarterly/annual VAT returns.

HR Responsibilities

- Liaise with external partners, like CA Plus Payroll department and HR advisors at Wirehouse and ensure legal compliance.
- Organize and maintain in house personnel records.
- Update internal databases (e.g. record sick or maternity leave)
- Prepare HR documents, e.g. employment contracts and new employee pack.
- Revise organisational policies on an annual basis and provide updates to the Trustee Board.
- Create annual reports and presentations on pay rates (e.g. proposals to board each year of appropriate salary increases)
- Answer employees' queries about HR-related issues.
- Assist payroll department by providing relevant employee information monthly to process the staff wages (e.g. leaves of absence, sick days and work schedules)



Requirements & Skills

- Proven work experience as a Finance Officer or similar role, preferably in a third sector organisation.
- Solid knowledge of financial and accounting procedures.
- Experience using financial software, such as QuickBooks.
- Advanced Excel skills.
- Knowledge of financial regulations.
- Excellent analytical and numerical skills.
- Sharp time management skills.
- Strong ethics, with an ability to manage confidential data.
- Degree or relevant qualification in Finance, Accounting or Economics.
- Professional membership of an accounting organisation is considered a plus.
- Have proven work experience as an HR Administrator, or relevant role.

A job description is not an exhaustive list of duties but is intended to give a general indication of the range of work undertaken and will vary in detail in the light of changing demands within Aurora. Any changes in the range of work undertaken will be carried out in consultation with the post holder.



Confidentiality

It is clearly understood by the post holder that all documents and communications are strictly confidential. This places a responsibility upon the post holder to ensure there is no breach of confidence and treatment of confidential material to the contrary may well result in disciplinary action.

Health & Safety Responsibilities of each employee

Comply with safety instructions/policies as laid down.

Proper use and safe manner of the equipment and facilities provided.

Refrain from the wilful misuse or interference with anything provided in the interests of health and safety and any action which might endanger you or others.

Report as soon as practicable all accidents and untoward occurrences and to ensure Accident/Incident Forms are completed.

The employee shares with the employer the responsibility for suggestions to alter the scope of the duties to improve the working situation. This document is intended to be a guide to the general scope of duties and is not an inflexible specification.

Application Process

If you require any further information or to request an application pack, please contact 01909 470985 or email hr@aurorawellbeing.org.uk

Interviews will take place week commencing 6th May 2024. Closing date – 26th April 2024.



Person Specification

Qualifications & Experience	Required	Desirable
AAT Qualified or have experience of working in a similar role	X	
Qualified to degree level		X
Maths and problem-solving skills	X	
Project management skills	X	
Advanced Microsoft Office skills	X	
Solid knowledge of accounting and financial procedures	X	
Working as a member of a small, dedicated team but also capable of working flexibly to meet deadlines.		X
Producing written reports and preparing for meetings. Maintaining databases.		X
Understanding of HR administration tasks		X

Knowledge & Skills	Required	Desirable
Knowledge of financial regulations and laws	X	
Proven work experience as a Finance Officer or similar role	X	
Experience using financial software	X	
Advanced MS Excel skills	X	
Excellent analytical and numerical skills	X	
Ability to meet deadlines	X	
Administration skills	X	
Proficient in the use of online communications tools including MS Teams		X
Ability to understand the importance of working with policies and procedures		X

Person	Required	Desirable
Motivated, with effective communication skills	X	
Understanding and commitment to charity work	X	
Approachable	X	
Experience in Third Sector organisation		X

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in light of service needs.