



BELVEDERE COMMUNITY FORUM

BOOKINGS and FINANCE ASSISTANT

Belvedere Community Forum is a non-political charity based in the Belvedere area of the London Borough of Bexley. The aim of the Forum is to give local residents and businesses a voice on issues which may affect the local area in which they live and work. The Forum also holds a number of events throughout the year to promote social cohesion in the community.

Since October 2014, the Forum has also been responsible for the running and management of Belvedere Community Centre. The Centre offers a variety of affordable activities for local residents and is used by over 500 people. The Forum supports local regeneration and office space is provided for local charities and other agencies at the Centre. Local faith groups also carry out their services and classes at the Centre.

An exciting opportunity has arisen for a Bookings and Finance Assistant to assist with the day to day smooth running of the Belvedere Community Centre.

Post Title: Bookings and Finance Assistant

Hours: 20 hours per week on a flexible shift basis

Location: Belvedere Community Centre, Mitchell Close, Belvedere Kent DA17 6AA

Salary: £10.17 per hour

JOB DESCRIPTION:

- Managing booking requests and customer enquiries
- Managing hire bookings and available slots for hire
- Ensure that the fees policy is adhered to
- Ensure that the correct paperwork is in place for permanent and temporary hirers
- Issuing of invoices and paying contractors
- Managing invoicing costs and measures to reduce costs of invoicing and banking
- Managing debtors
- Managing bank payments and completing banking tasks off site
- Working closely and meeting monthly with the Treasurer on the Board and Governance Manager
- Liaison with the charity's accountant regarding the annual accounts
- Working with the Governance Manager to produce accounts for the Board
- Managing volunteers where necessary
- Responsible for managing the centre's opening and close if on duty and some cleaning duties
- Setting up rooms for hirers when necessary

- Any other necessary task as directed by the Governance Manager and by the Board.
- This Job Description is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the charity.

PERSON SPECIFICATION:

REQUIREMENT	ESSENTIAL OR DESIRABLE?
<p>Qualifications/Education/Training:</p> <ul style="list-style-type: none"> • 3 GCSE passes (Grade A*-C) or equivalent including Maths and English • 2 or more passes at A level or equivalent • IT qualifications 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<p>Skills & Competencies</p> <ul style="list-style-type: none"> • Good working knowledge of Word, Excel. • Experience of raising invoices and setting up new customers • Experience of inputting data • Good level of numeracy and attention to detail • Ability to maintain records of invoices, payments and transactions • Experience of Quickbooks accountancy package • Ability to prioritise tasks • Experience of working in a similar role • Experience of supervising volunteers 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
<p>Personal Attributes:</p> <ul style="list-style-type: none"> • Customer-focused • Good inter-personal skills • Ability to use own initiative • Willing to work as part of a team when required and help with cleaning duties and the opening and closing of the building. • Friendly and engaging when dealing with others • Can do attitude • Ability to engage with people from a diverse range of backgrounds and capabilities (age, ethnicity, gender, disability etc) 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

The post is subject to satisfactory references, enhanced DBS check and 6 months probationary period