

## Job Description

### Finance & HR Administrator

**Background:** Triangle is a values-based Social Enterprise and work to enable people to achieve their highest potential, by providing a suite of tools for promoting and measuring personal change called Outcomes Stars. The Star has proved very popular and is now widely used in the UK by charities, social enterprises and local and health authorities in a wide range of fields including mental health, homelessness, vulnerable families and substance misuse. It is also being used internationally, with a strong presence in Australia.

For more information see [www.outcomesstar.org.uk](http://www.outcomesstar.org.uk).

**The Role:** We are now looking for a Finance and HR Administrator that will provide a solid backbone to the organisation for all our financial and personnel aspects. Working closely with our Directors, the Business Manager and other key staff, they will join a friendly and dynamic team at the cutting-edge of thinking and practice in supporting and measuring service user change.

#### Outcomes for the role

- Finance processes are accurate and up to date and tasks are completed on time, including the sales and purchase ledgers, bank reconciliation and debtors processes.
- Staff receive their salaries, pension contributions and other payments correctly and on time.
- Colleagues are supported effectively with finance to enable smooth interactions with clients
- Communication and interactions with colleagues, the Directors and external parties (such as clients, the bank, HMRC and payroll providers) is timely and clear and aimed at making finance operations run smoothly.
- Internal and external systems to support the HR function of Triangle work effectively and staff are supported with their queries

#### Tasks of the role

The Finance & HR Administrator will carry out the following tasks to achieve the defined outcomes:

##### Finance

- **Sales Ledger:** raise accurate and timely invoices, chase unpaid invoices, including invoices for international clients and counter-parties, and apply the correct VAT rules
- **Purchase Ledger:** ensure all payments are made on time, working in conjunction with the Finance Director and supported by staff
- **Xero Accounting System:** use Triangle's online finance system, Xero, in order to
  - record all financial information
  - process all billing,
  - process reconciliations
  - facilitate budget tracking

- maintain purchase ledger and
- reconcile balance sheet accounts, including bank reconciliation
- **Staff expenses:** process and pay expenses in line with Triangle's policies
- **Supplier forms:** complete supplier forms
- **Financial Reporting:** Assisting the Finance Director and accountants to produce the quarterly VAT Returns, Management Accounts, Budget and Annual Accounts
- **Insurance administration:** manage policy renewals
- **Salesforce:** use Triangle's Salesforce Client Relationship Management system to record and keep up to date relevant information
- **Internal & external liaison with:**
  - The Finance Director and other Triangle colleagues, including supporting their client relationships with finance-related processes and information
  - Bank(s)
  - Communicating with clients by phone & email
  - Liaison with external providers for payroll, pension scheme, benefits (childcare voucher scheme, Cycle to Work scheme, Employee Assistance Programme)

## HR

- **Recruitment:** assist the team with recruitment administrative tasks, including job advertising and providing a point of contact for candidates
- **Payroll** coordination
- **Policies & procedures:** ensuring all documentation is up to date, in conjunction with the Business Manager
- **Leave:** Potentially managing / registering staff absences and holidays

The post holder will also be given other tasks from time to time as required.

## The Person Specification

**Essential** – The person in this role will:

- Have AAT Level 2 qualification or similar
- Have a proven track record of at least 2 years in finance and HR administration of a small to medium-sized business
- Have excellent organisation skills with the ability to structure processes and set up efficient systems to support Triangle's continued growth
- Be consistent and accurate and have an eye for detail
- Have experience in and be committed to following careful procedures to protect the sensitive personal data involved in this role
- Have excellent numerical skills and advanced knowledge of Excel
- Learn quickly, be adaptable, flexible and able to work in the ever-changing context of a growing organisation
- Be able to take the initiative and take a creative problem-solving approach
- Have well-developed interpersonal skills, working well independently and as part of a small team, and collaborating well with colleagues

**Desirable** – The person in this role will ideally also have experience of working with Xero and Salesforce

Triangle is committed to supporting staff to reach their highest potential and there may be opportunities for development.

**Supervision:** Business Manager

### Terms

- This post is initially a one -year contract, with a one-month probationary period. However the intention is that the post becomes permanent.
- This is a full-time post
- 5 weeks holiday a year
- Salary between £22,000 and £25,000 depending on experience
- Benefits include a generous pension scheme, cycle to work scheme. We also offer flexible working arrangements
- The post holder will be mainly based at home while Covid-related restrictions are in place. Thereafter, you will work from our Hove office and might be required to attend occasional meetings in London.

NO AGENCIES.

Triangle Consulting Social Enterprise, October 2020