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| **SECTION A: JOB DETAILS** | |
| **JOB TITLE:** | **Finance and Administration Assistant** |
| **PAY:** *(Equivalent to House of Commons Pay Band D1)* | £22,372 (entry level) - £25,212 (maximum) per annum |
| **REPORTS TO:** | Head of Finance |
| **CONTRACT TYPE** | Permanent |
| **HOURS:** | Full-time (35 hours p/w) |
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| **SECTION B: SCOPE OF THE ROLE** | |
| **JOB PURPOSE** | |
| CPA UK works on behalf of both Houses of Parliament to provide resources and support for parliamentarians throughout the Commonwealth. It works closely with UK and Commonwealth parliamentarians to promote cooperation and understanding, encourages good parliamentary practice and advances parliamentary democracy.  The Finance and Administration Assistant is a unique post within the CPA UK Branch which is organised into three teams (cost centres) to plan and deliver its work. The post is within Team 1 which is headed by the Deputy Chief Executive (grade A2) responsible for strategic, business development, communications & co-ordination, monitoring and evaluation (M&E), assisted by a grade A2 accountant Head of Finance.  The job-holder is responsible to the Head of Finance and supports and assists in the delivery of her objectives relating to the financial management and administration of the Branch.   |  | | --- | | The post holder also provides administrative support to the HR Adviser. | | |
| **KEY INTERNAL RELATIONSHIPS** | |
| Staff at all levels across the House including:   * Staff of other House Departments including Finance, Payroll, PDS, Telecoms and Facilities * Members of both Houses and their staff * Overseas Offices, All Party Parliamentary Groups, British Group of the Inter-Parliamentary Union (BGIPU), and organisations in both Houses of Parliament * CPA UK staff | |
| **KEY EXTERNAL RELATIONSHIPS** | |
| * Suppliers and contractors including those overseas * Government Departments including FCO * CPA HQ Secretariat * Diplomatic Posts in UK and elsewhere (High Commissions and Embassies) * Overseas Parliaments and Legislatures * Other organisations, such as Westminster Foundation for Democracy and NGOs * External Auditors * Bank (RBS) * MyCSP | |
| **MANAGEMENT RESPONSIBILITIY** | |
| N/A | |
| **ADDITIONAL INFORMATION REGARDING THE POST** | |
| **LOCATION:** | The post will be located in the CPA UK offices on the Parliamentary Estate. Mobile and flexible working arrangements are also sometimes required. |
| **HOURS:** | The standard working week is 35 hours with one hour unpaid for lunch. Occasionally some evening and public holiday working is required in support of CPA UK programmes.  Annual leave – 35 days per financial year of which 5 days are to be taken over Christmas and 2 days at Easter. |
| **For further information** | Visit [www.uk-cpa.org](http://www.uk-cpa.org) |
| **To apply** | Send your   1. Completed form (form attached) and 2. CV to:   Jane Ajao, HR Manager  CPA UK, Westminster Hall  Houses of Parliament, London  SW1A 0AA  [cpaukrecruitment@parliament.uk](mailto:cpaukrecruitment@parliament.uk)  ***Please note if both the completed form and CV are not returned, your application will not be put forward to the sifting panel.*** |

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| **SECTION C: JOB SPECIFICATION** |
| **DESCRIPTION OF DUTIES** |
| **Finance**   * Input and process day to day financial transactions * Process supplier invoices for payment including posting, using accounting software (maintaining records) * Raise invoices for monies owed to CPA UK. Record deposits, issue receipts * Process and reconcile credit card receipts and statements * Identify areas where CPA can achieve cost savings; continuously seek value for money * Petty cash – processing and reconciliation * Banking of receipts * Recording and filing processed financial transactions * Process staff/Members’ expense claims * Following up cash advances * Chase outstanding invoices * Investigate invoicing queries * Maintain Fixed Asset Register * Update season ticket loan record * Reconcile transaction records with budget holders’ records * Month-end reconciliation of bank accounts * Assist with year-end audit * Assist with finance documents preparation for ExCo and FAR meetings   **Office Administration**   * Office equipment – ordering, maintenance and record keeping * Ordering stationery, printer cartridges and other office accessories * Archiving * General housekeeping - oversight of office and facilities * Occasional general administrative support for CPA UK activities, governance and operations   HR   * Provide administrative support of HR function * Undertake training to carry out (DSE) Workstation Risk Assessment. Once trained, conduct assessments and follow up activities.   **CPA Room bookings**   * Point of contact for CPA UK room bookings, set-up and arrangements |

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| **SECTION D: LEVELS OF CORE COMPETENCIES REQUIRED** | |
| **OUTLINE DESCRIPTION** | |
| **Core Competence** | **Headline of level required /**  **expected** |
| **Core Competence 1 – Delivering Results for CPA UK**. Understands and works towards the vision, mission, objectives and priorities of CPA UK; is able to translate these into identifiable actions and positive results. | **Level 1. Has a basic understanding of CPA UK priorities; values and works towards these.**   * Understands what is required of her / him and how her / his role contributes to the strategy and objectives for CPA UK * Has a clear understanding of team priorities and works towards these * Has a basic understanding of the work of CPA UK * Is politically impartial in delivering services to all parliamentarians * Seeks to do an excellent job for CPA UK |
| **Core Competence 2 – Leadership and Management (*Assessed regardless of an individual’s management responsibilities*)**. By personal example actively demonstrates leadership; motivating and empowering others to achieve CPA UK’s objectives; contributes to / plans her / his team’s work in ways which make the best use of an individual’s skills; assesses the work of teams and individuals in line with CPA UK HR policies; actively encourages and supports the development of colleagues to improve group, team and personal performance. | **Level 1. Provides others with clear direction; identifies development opportunities; motivates and empowers people; manage performance issues.**   * Uses the CPA UK appraisal system effectively to manage staff performance expectations, achievements and development need. * Delegates work appropriately and fairly * Motivates and empowers others. * Provides staff with relevant development opportunities * Recruits the right people to the right job using HR systems effectively * Recognises individual and team achievements |
| **Core Competence 3 – Providing a Stakeholder Focus (*Stakeholders are those with whom CPA UK does business; within and without Parliament, within and without UK*)**. Focuses on the needs and satisfaction of stakeholders; delivers a high quality service that is tailored to meet their needs and expectations. | **Level 1. Responds to stakeholder needs and meets their expectations.**   * Responds quickly to stakeholder requests and keeps stakeholder updated on progress * Meets commitments to stakeholder * Handles difficult stakeholder with discretion, tact and diplomacy * Is polite and courteous when responding to stakeholder enquiries * Presents a professional image to the stakeholders |
| **Core Competence 4 – Continuous Improvement**. Continually seeks ways to increase her / his effectiveness and efficiency; proactively finds ways to improve work processes and products, methods and systems; recognises, adapts and responds to the need for change; uses her / his initiative. | **Level 1. Maintains and develops personal effectiveness and efficiency; recognizes where work improvements can be made; adapts to change.**   * Checks accuracy and quality of own work to ensure it meets expected standards * Accepts and adapts to change * Develops own skills and knowledge to improve performance * Makes constructive suggestions to improve processes or work practices * Sets and maintains high standards for her / himself |
| **Core Competence 5 – Working with People**. Builds strong collaborative working relationships to achieve  common goals; involves and supports others; shares information and best practice. | **Level 2. Builds good relationships and cooperation with others; removes**  **barriers to effective working relationships.**   |  | | --- | | * Shows appreciation for the efforts of others * Consults colleagues for ideas and suggestions * Develops mutual trust and confidence in others * Promotes and maintains an atmosphere of openness, acceptance and support for all team members * Handles disagreements constructively * Respects and values diversity within her / his team and within CPA UK | |
| **Core Competence 6 – Communicating Clearly**.  Communicates ideas and information effectively, orally and in writing; uses language and a style of communication that is appropriate to the situation and audience; makes sure key messages are communicated and understood. | |  | | --- | | **Level 1. Communicates clearly; uses plain English and correct grammar; listens carefully to understand.** |  * Expresses information / ideas clearly orally and in writing * Uses appropriate language, gestures and tone * Uses correct spelling, punctuation and grammar * Allows others to speak without interrupting * Actively listens and responds to others |
| **Core Competence 7 – Influencing & Negotiating**. Makes a strong positive impression on others; gains clear agreement and commitment from others by effective persuasion, influencing and negotiation. | **Level 2. Influences others through personal credibility; identifies other viewpoints and prepares well by gathering facts and data.**   * Creates an immediate positive and credible impression * Prepares well and backs up ideas with facts and data * Takes time to understand the interests and concerns of others * Seeks ‘win-win’ solutions where possible * Uses good judgment in deciding when to give way and when to remain firm |
| **Core Competence 8 – Planning and Organisation**. Plans ahead and works in a systematic and organised way, making sure resources are used efficiently and effectively to achieve goals and objectives. | **Level 1. Organises and completes tasks to agreed standards and timescales.**   * Plans and organises time around set tasks with little or no supervision * Completes tasks to agreed standards and timescales * Recognises when additional support is needed to achieve tasks and seeks support * Produces basic timelines and reports status on a regular and timely basis * Maintains orderly, accurate and up-to-date paperwork |
| **Core Competence 9 – Analysing and decision-making**. Analyses verbal, written and numerical data and all other sources of information to identify problems and issues; makes effective decisions. | **Level 2. Gathers enough relevant information to understand specific issues and events; uses information to identify problems and draw logical conclusions.**   * Obtains as much information as is appropriate on all aspects of a situation / problem * Reviews all the information gathered to understand the situation and draw logical conclusions * Makes rational judgements from the available information and analysis * Remains impartial and avoids jumping to conclusions * Is aware and uses appropriate sources of information effectively |
| **Core Competence 10 – Technical skills and knowledge**. Possesses the required level of knowledge and skills to do the job; shares expertise with others to increase their knowledge and ability. | **Basic**. Has and uses the required functional knowledge and skills necessary to do the job. Has the capability and knowledge base to share knowledge with others. |

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| **SECTION E: PERSON SPECIFICATION** |
| **QUALIFICATIONS** |
| **Essential**   * Relevant book-keeping training and experience * Experience of using Sage and/or other accounting systems |
| **SKILLS AND EXPERIENCE** |
| **Essential** |
| Experience of working in a finance and administration background. Numerate with the ability to interpret financial information and reconcile data. |
| A high level of administrative and organisational ability. Also hands on approach and able to prioritise work considering the dual aspect of the job (finance and administration) where last minute and conflicting requests are common. |
| An aptitude for detailed figure work along with the ability to work quickly under pressure maintaining high level of accuracy paying close attention to detail. |
| Communication and interpersonal skills including the ability to discuss and clarify issues. |
| Ability to deal confidently with a variety of parliamentary and non-parliamentary stakeholders. |
| Ability to take initiative and demonstrate a hands-on, creative approach to problem-solving. |
| Takes responsibility for completing tasks by organising own workload, prioritising and remaining calm under pressure. |
| Dedicated team player and ability to work in a small office with the ability to investigate and resolve queries. |
| Solid IT skills, including proficiency with MS Office applications including experience of using spreadsheets. |
| Ability to work diplomatically and impartially in multi-cultural and international parliamentary environments. |
| **Desirable** |
| A working understanding of the Commonwealth, the Westminster parliamentary and political system and current international affairs. |