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| **SECTION A: JOB DETAILS** | |
| **JOB TITLE:** | **Finance and Administration Officer** |
| **PAY:** | £26,715 (entry level) - £30,370 (band maximum) |
| **REPORTS TO:** | Finance Manager |
| **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 and the wider CPA to provide resources, support and peer to peer learning for parliamentarians throughout the Commonwealth. CPA UK is headed by a Chief Executive who is Secretary of the CPA UK Branch and Regional Secretary to CPA British Islands and Mediterranean Region. CPA UK is organised into three teams to plan and deliver its work. CPA UK is funded by the Houses of Parliament and leverages additional external funding for strategically aligned projects.  For further information about CPA UK work please see [www.uk-cpa.org](http://www.uk-cpa.org)    The Finance and Administration Officer works closely with the Finance Manager to support and assist the delivery of objectives relating to the financial management and administration of CPA UK.   |  | | --- | | 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) * CPA UK staff | |
| **KEY EXTERNAL RELATIONSHIPS** | |
| * Suppliers and contractors including those overseas * External Auditors * Bank (RBS) * MyCSP * Government Departments i.e. FCO & HO * CPA Secretariat * Westminster Foundation for Democracy | |
| **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.  Due to COVID 19 CPA UK are currently working from home. |
| **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:   CPA UK Recruitment  [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**   * Keep accurate records of all financial transactions using accountancy software (currently Sage50), paper records /filing system, Excel spreadsheets and SharePoint. * Raise and process invoices * Assist Finance Manager with monthly reconciliations * Support relationships with budget holders and project managers while recording and tracking accurate spend * Support the procurement process, identifying where CPA UK can achieve cost savings. Ensuring the correct procurement processes are applied across the organisation and continuously seeking value for money * Petty cash – processing and reconciliation * Credit cards processing, reconciliation and collecting of receipts * Process payments using online banking, and perform monthly bank reconciliations * Process expenses claims * Assist with year-end audit * Assist with preparation of management information * Responsible for performing key finance functions in the absence of Finance Manager * Review, implement and enforce finance policies and ensure adherence to internal financial controls * Continuously review and improve processes * Assist with the Pension administration * Assist with annual Companies House and Charity Commission administration   **Office Administration**   * Office equipment – responsible for ordering, maintenance and keeping of the fixed asset register * Management of office stationery needs, printer cartridges and other office accessories * Responsible for archiving important CPA UK documents (including record keeping and retrieval) and the application of the internal document retention policy * General oversight of office and facilities * Occasional administrative support for CPA UK activities, governance and operations   **HR**   * Provide administrative support of HR function * Assist with administration for full recruitment cycle when hiring; including advertising roles on various websites, compiling applications for panel members, arranging interviews and sending letters to candidates, conducting full candidate checks and inputting information on database. * Undertake training to carry out (DSE) Workstation Risk Assessment. Once trained, conduct assessments and follow up activities.   **CPA Room bookings**  Joint responsibility with Executive Officer for CPA UK room bookings |

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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; can translate these into identifiable actions and positive results. | **Level 2. Understands how the CPA UK supports Parliament; takes responsibility for monitoring and achieving own objectives.**  • Can explain how the work of CPA UK supports the work of  Parliament  • Has a basic understanding of how  Parliament works  • Always speaks positively about the work of CPA UK  • Incorporates CPAUK values in day to day work activities.  • Takes responsibility for monitoring and achieving own objectives. |
| **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 3 Develops a good understanding and anticipates the needs of stakeholders; sets high standards for CPA UK delivery.**  • Sets exacting service delivery  standards  • Identifies and takes action to deal with the issues and needs of different CPA UK team and  internal groups in Parliament  • Anticipates and plans for the  evolving needs of stakeholders  • Monitors stakeholder satisfaction with CPA UK’s delivery provided and takes the appropriate action to improve  • Connects with disengaged 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 2. Pro-actively looks for ways to improve effectiveness and efficiency; takes responsibility for own actions; embraces change.**  • Seeks and embraces feedback to improve personal effectiveness  • Takes initiative rather than waiting for someone else to do things  • Develops new ways of doing things to improve working practices  • Positively embraces change and can explain the benefits |
| **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 3. Builds collaborative relationships with others outside own team to achieve common goals; works effectively at all levels.**  Listens, consults others and communicates proactively  • Builds good working relationships with teams across CPA UK  • Shares resources and information to achieve common goals  • Identifies and uses common goals and interests to unite teams  • Seeks solutions to difficult working situations with colleagues to build better relationships and ways of working  • Deals with equality and diversity issues in appropriate ways |
| **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 2.** |   **Adapts style of communication to meet the needs of the audience; generates discussion and checks for understanding.**   * Changes style of communication to meet the needs of the audience * Generates discussion by asking and inviting questions * Summarises information effectively * Structures written information to   meet the needs and understanding  of the intended audience   * Recognises and responds to nonverbal signals * Observes and adopts appropriate   CPA UK or corporate styles,  formatting and branding in written documents where necessary |
| **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 2. Plans, prioritises and monitors tasks in a systematic and organised way.**   * Decides priorities and organises own workload * Differentiates between what is urgent and what is important * Develops appropriate ways to * achieve goals * Achieves demanding deadlines * through careful planning * Develops clear, actionable and measurable plans * Identifies and organises resources needed to accomplish tasks |
| **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 3.**  **Gathers information from a range of sources; probes for further information; identifies risks and considers alternative options to make good decisions.**   * Uses good judgment to decide * upon reliability of information * Takes a systematic approach to gathering information * Breaks information into component parts, patterns and relationships * Probes for further information or greater understanding of a problem * Assesses and takes account of risk when making decisions * Considers and evaluates a variety of options when making decisions |
| **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. | **Intermediate**.  **Has and uses the required functional knowledge and skills to do the job at a high level of achievement.**   * Provides opportunities for others to learn skills and concepts. |

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| **SECTION E: PERSON SPECIFICATION** |
| **QUALIFICATIONS** |
| **Essential**   * Working towards an accountancy qualification e.g. AAT/CCB/CIMA OR relevant professional experience * Experience of using Sage and/or other accounting systems |
| **SKILLS AND EXPERIENCE** |
| **Essential** |
| A high level of administrative and organisational ability; being able to prioritise work considering the dual aspect of the role where last minute and conflicting requests are common. |
| An aptitude for detailed figure work, interpreting financial information and reconciling data with the ability to work quickly and maintain high accuracy levels. |
| Communication and interpersonal skills including the ability to discuss and clarify issues when dealing with a variety of stakeholders. |
| A high level of administrative and organisational ability; being able to  prioritise and manage own work load considering the dual aspect of the role where last minute and conflicting requests are common. |
| Proven ability to work as part of a team |
| Excellent IT skills, including proficiency with MS Office applications including experience of using spreadsheets. |