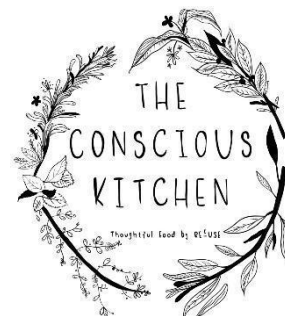
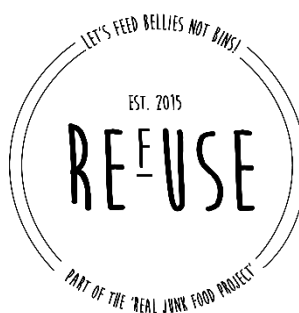


Role Description: Administrator (Maternity Cover)

REfUSE is a not-for-profit social enterprise based in Chester le Street. We intercept food that would otherwise go to waste, and use it to run a Pay What You Decide cafe, a catering company, a volunteer training scheme and education and engagement projects. Our vision is *to reveal the true value of things, places and people that are unjustly wasted or overlooked*. We intercept 10-13 tonnes of food each month from supermarkets and retailers around the North East. Along with a force of other organisations, activists and campaigners, we've raised awareness of the injustice of food waste at every level, from households and families to businesses and supermarket directors.



We are recruiting a part-time role to work behind the scenes keeping on top of all the administration needed to keep the organisation running. This includes managing payroll and other HR duties, basic bookkeeping, paying bills and writing invoices, and keeping track of project budgets. This role is 16 hours per week and can be worked from home and very flexibly: our current staff member (who is going on maternity leave) currently works the hours around child care and nap times!

Key Information

- Part-time role 16 hours per week.
- Employment term: 12 months, including an initial probationary period of 3 months.
- Salary £21,000 pro rata
- Deadline for all applications is **21st January 2022 at midnight** – applications received after this date will not be considered.
- Please see the application process below, applications which do not provide the required documents will not be considered.
- Interviews will take place between 24th and 28th of January
- We will endeavour to contact all applicants as soon as possible to inform them of the status of their application.
- We are aiming for the role to commence on **1st February 2022** but start dates will be discussed at interview.
- If you require any further information, please contact info@refusedurham.org.uk

Please note that a Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate will be required for the post, but that a clean DBS certificate is not essential for the role - we will consider applicants with a criminal record on a case-by-case basis.

Main duties

- Basic bookkeeping : through already established online accounting software, maintain accounts by verifying, allocating and posting transactions and expenses, VAT reconciliation, and account reconciliation
- Manage payroll, pensions, and HMRC accounts for PAYE and NICs
- Manage staff holiday allowances and leave requests, keeping staff team contracts up to date, scheduling annual reviews.
- Maintain historical records by filing documents
- Take responsibility for data protection and privacy policies for staff team - including training where needed
- Keep track of project budgets, recording and organising income and expenditure relevant to particular funders or grant income
- Pay invoices and bills, including rent, with approval from Manager
- Manage and pay expenses and mileage
- Pay other casual staff, including those that work on an hourly basis for Conscious Kitchen, our event catering brand.

Person Specification

Essential:

- proficient IT skills including Excel, Google platforms and use of online accounting software (we use Xero)
- excellent organisational and time management skills, a methodical approach to a variety of tasks
- experience of managing budgets, basic bookkeeping and finance administration
- good communications skills, by phone, email and in person
- eye for detail

Desired:

- experience in HR responsibility
- qualification or training in accounting

Application Process

If you are interested in applying, please send the following:

- Covering Letter describing your experience of the main duties and how you meet the person specification above (1 A4 page maximum)
- An up-to-date CV (2 A4 pages maximum)
- Contact details for 2 referees

Please either attach the above to an email and send it to **info@refusedurham.org.uk** with an email subject of “**REFUSE Administrator**”.