

Bassetlaw

**ACTION**

Centre



## **Job Pack HR/Admin/Finance Assistant (Part-time)**

### **BASSETLAW ACTION CENTRE**

**“Making a difference throughout Bassetlaw”**

**Bassetlaw Action Centre  
Canal Street  
Retford  
DN22 6EZ**

**Telephone: 01777 709650**

**Email: [finance@actioncentre.org.uk](mailto:finance@actioncentre.org.uk)**

**Website: [www.bassetlawactioncentre.org.uk](http://www.bassetlawactioncentre.org.uk)**





# The Role

**It is anticipated that the HR/Admin/Finance role will be predominantly office based. There may be a requirement for additional cover for staff holidays and sickness in other departments.**

**The HR/Admin/Finance assistant will support the team in the roll-out of our new Bright HR system which will include the upkeep of policies and procedures, training records and the recording of annual holidays and staff files.**

**The role will assist the team in the recording of sensitive information and the upkeep of files while providing admin support to the team. This will also include recording of financial transactions and populating spreadsheets. Therefore excellent IT and admin skills are a vital requirement for this role.**

**Bassetlaw Action Centre aims to promote the independence of vulnerable and older people throughout Nottinghamshire with a package of support to enable people to live in their own homes for longer.**

**The organisation employs around 40 staff throughout Nottinghamshire and also has a further 80 volunteers. There are plans in place to expand the volunteer base due to a successful application to the Motability Foundation.**

**This is an exciting opportunity for you to join a well established organisation.**



# Job Details

**Job title**

**HR/Admin/Finance Assistant  
(Part-time)**

**Location**

**Bassetlaw Action Centre, Canal  
Street, Retford. DN22 6EZ**

**Hours**

**21 hours per week - 8:45am-4:15pm  
over 3 days**

**Salary**

**£12.21 per hour**

**Contract type**

**Permanent**

**Start date**

**ASAP**

**DBS**

**Is required for this post**

**Closing date**

**Wednesday 11th June**

**Interview date(s)**

**Tuesday 17th June**

**To apply for this post please visit our  
website:**

**[www.bassetlawactioncentre.org.uk](http://www.bassetlawactioncentre.org.uk)  
to access an application form.**





Annual entitlement of 28 days of paid leave  
(inclusive of Bank Holidays)



Flexible working



Hybrid working where possible



In depth and ongoing training to thrive and  
develop in role



Annual leave purchase scheme



Paid mileage



Access to Charity Workers Discounts



Company pension contributions





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# About Us

Bassetlaw Action Centre is a community resource agency offering help and support to individuals and organisations throughout Nottinghamshire; promoting the independence of older and vulnerable people and supporting individuals with long term conditions.

This role sits within the Finance/Chief Executive Office along with another Finance Assistant and the Finance Manager.

Bassetlaw Action Centre has several workstreams including community transport, befriending, housing and benefits advice, practical help in the home through the Home Support Service, walking groups, digital literacy support, staying well programmes which is a 6 week self management programme for people with long term health conditions and a supported hospital discharge service which aims to support people on discharge from hospital.

Our organisation has experienced significant growth in the past 12 months and we are now expanding our staff team to meet the additional demands of our service.





# Job Description

To give administrative support to the Chief Executive/Finance Manager.

To provide HR support to all members of the management team utilising the Bright HR systems in place.

To attend necessary training to stay ahead of HR legislation.

Creating and updating all Policies and Procedures on a regular basis.

Review risk assessments on an annual basis.

The completion of minutes of meetings.

Keep up to date and accurate attendance records for all staff, ensuring return to work meetings are completed by the relevant personnel following all staff absences.

To work alongside members of the Finance Team to ensure all finance functions are completed in an accurate and timely manner.

The role may involve the handling of cash and ensuring appropriate records are kept.

To ensure payments are recorded accurately on the existing systems.

Reconciling of credit card statements and receipts.

Photocopying and posting of board papers.

Carry out Disclosure and Barring Services checks.

Any other duties that may be required.

# Person Specification

Experience of/willingness to work as part of a small team.

Ability to communicate both orally and in writing.

Have knowledge/experience of HR processes.

Have knowledge/experience of using IT systems.

Have knowledge/experience of setting up/using spreadsheets.

Have experience of working in a finance environment.

Have clerical/administrative skills.

Able to work using their own initiative/be able to organise themselves/their work load.

Have an understanding/knowledge of the local community/voluntary sector.

Have a flexible, can-do attitude to a busy but rewarding role.

Being a responsible person and flexible to meet the needs of the organisation.



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Welcome!

**We look forward to  
hearing from you!**

**If you have any questions about the role, you can  
contact Lynn Tupling our Chief Executive, by  
emailing: [ltupling@actioncentre.org.uk](mailto:ltupling@actioncentre.org.uk)**