



Role description: Finance and Admin Manager at The Bank

Chopwell Regeneration Group is looking to appoint a friendly, well-organised and proactive Finance & Admin Manager at The Bank in Chopwell. This is an exciting new role. You will be part of a small, friendly and driven team of 4 people who want to make a positive difference to people's lives in our village.

What is The Bank?

The Bank is a new social enterprise space in the heart of Chopwell, opening in October 2021. It will provide a welcoming space for our community to meet, eat, take part in activities and learn new skills. It will combine a range of services including a cafe, evolving training programmes, social events, and spaces for local businesses to start up and grow.

More information about The Bank is available at www.chopwell.org/the-bank and on The Bank, Chopwell's Facebook page.

Who is Chopwell Regeneration CIO?

Chopwell Regeneration CIO is a charity that was formed by residents of Chopwell in 2017. Our charity is dedicated to making Chopwell an even better place to live. Our 8 trustees work with over 130 members and 100+ volunteers from Chopwell to create grassroots projects that first and foremost benefit the people who live here. This includes everything from social events to training programmes, to our biggest project yet - refurbishing the former Lloyds Bank and turning it into a space that will become a well-used, valuable community asset.

If you work for The Bank, you work for Chopwell!

Quite simply, any staff working at The Bank work for the people of Chopwell. It is essential that every staff member we recruit, whatever their role, will be interested and engaged with the people who live here. They will encourage people who live here to get involved and they will be sensitive and responsive to the different needs and interests of the village.

Key information about the Finance & Admin Manager's role:

Hours per week: 15 hours per week.

We would prefer these hours to be spent over 3 or more days, but we can be flexible.

Although the core role will be spent during the working week, some of the hours may need to be spent on evenings and/or weekends. This would be either where you are involved in events and activities taking place at The Bank or where you will attend a meeting with the Trustees or a Chopwell Regeneration Group public meeting.

Holiday: 6 weeks paid holiday per year including bank holidays.

Pay: £10,000 per annum (£25,000 FTE)

Pension: 4% Employer contribution

Place of work: The Bank, 19-21 Derwent Street, Chopwell, NE17 7HU

Reporting to: the Chairman of the Board of Trustees

Contract term: Initial contract fixed for 1 year with a 3 month probation period. We plan for this post to be extended but it will be subject to funding.

Areas of responsibility:

- Accounting:
 - Bookkeeping (using Xero software).
 - Produce monthly management accounts for the charity.
 - Liaising with external accountant re preparation of annual accounts.
 - Monitoring cashflow
- Tax:
 - VAT quarterly returns.
 - Quarterly gift aid claims.
- Cash management:
 - Making online bank payments
 - Occasionally paying in cheques and cash donations at the bank
- Personnel:
 - Managing the part-time cleaner.
 - Liaising with the other staff members to ensure smooth running of the activities in the building.
 - Liaising with the external accountant re monthly payroll
 - Working with the trustees on HR and recruitment when required.

- Building management
 - Being day to day contact for tenants and managing the letting out of the upstairs rooms.
 - Managing supplier contracts (utilities, IT, insurance etc)

Personal qualities:

- Good communication skills
- Well organised
- High level of attention-to-detail
- Enthusiastic
- Adaptable to change and willing to embrace new ideas and processes
- Ability to work unsupervised and deliver quality work
- Positive, friendly and approachable manner
- Team player
- Accounting experience including producing management accounts, payroll and VAT returns
- A knowledge of Chopwell and/or Gateshead services (Desirable)
- Experience of working within a social enterprise, charity, arts or educational organisation (Desirable)

How to apply:

Please send an email to team@chopwell.org and include:

- An up to date CV
- Brief description of your relevant experience and why you are interested in this role
- Contact details of 2 referees

Successful candidates will be subject to an Enhanced Disclosure and Barring Service (DBS) check.

We welcome applications from Chopwell residents. Any applicant living in an NE17 postcode who meets the essential criteria will be guaranteed an interview.

Deadline for applications: 5pm on Monday 20 September 2021.

Interviews: Late September (date TBC), and will take place at The Bank.

Start Date: Ideally October or November 2021 but we will be sensitive to candidates' notice periods or personal circumstances that might prevent this.

If you have any questions about the role, please email team@chopwell.org. We will try and respond as quickly as we can but please appreciate the Board of Trustees are all volunteers who work sporadic hours for the charity.

We encourage you to read our business plan ahead of an interview. [Find it here.](#)