



**OCTOBER 2018 - Application deadline: 5pm on Friday 16<sup>th</sup> November 2018**

### **CSC ADMINISTRATION & FINANCE OFFICER**

This post can be considered full time (35 hours) or 4 days (28 hours) per week subject to agreement. It could be one full time post (combining Administrative and Finance elements), or two part time posts, or a job share, depending on applicants.

### **Introduction**

The Cuba Solidarity Campaign is a dynamic and growing organisation whose aim is to support Cuba in as many ways as possible.

The issues on which CSC campaigns are:

- An end to the US blockade against Cuba
- Respect for Cuba's right to sovereignty and independence
- An end to interference in Cuba's internal affairs by foreign governments
- Normalisation by the US of all diplomatic, cultural, scientific and travel relations with Cuba.
- Improved relations between Britain and Cuba

### **Our staff team**

CSC currently employs 5 workers: a Director, a Communications Manager, an Office Manager, a Campaigns Officer and an Admin/Finance Officer.

### **Main purpose**

CSC is a membership organisation that generates a substantial amount of office administration. The main purpose of this job is to be responsible for the smooth running of administration, including membership, enquiries and database work, and for the smooth running of financial aspects of the work of the Campaign including bookkeeping, invoicing, fundraising activities and financial reporting.

### **WORKING RELATIONSHIPS**

The Admin/Finance Officer will be managed by the Office Manager. He or she will work closely with the Office Manager and the Director.

The Director and staff are accountable to an Officers Group, which exercises authority on behalf of the CSC Executive which is elected annually at the Annual General Meeting. Although the CSC staff have separate job descriptions and areas of responsibility, the areas of work inter-relate, and all will have to liaise and co-operate with each other. The post holder will also need to work effectively with our team of volunteers.

## **CSC ADMINISTRATION & FINANCE OFFICER**

### **JOB DESCRIPTION**

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### **MAIN RESPONSIBILITIES**

This is an exciting opportunity to play a crucial role in supporting the day to day running, as well as the development and growth of the Campaign.

CSC is looking for a proactive and flexible person who can use their initiative to improve our database and office systems and streamline them to further their effectiveness, while ensuring the smooth running of day to day administration and book keeping. We need a forward thinking individual who is able to help develop our systems to help drive forward initiatives to increase membership and support for the Campaign's objectives.

### **ADMINISTRATION ELEMENT**

1. To be responsible for all general administrative tasks, including managing post, checking and ordering stationery, leaflet stock, and acting as first point of contact handling enquiries and requests from CSC members, local groups and affiliates and the general public.
2. To manage and be responsible for updating CSC's membership database and the systems for ensuring accuracy. To contribute to development of the database and use of it, and improvement and streamlining of systems, taking into account data protection requirements. In particular with the aim of generating an increase in members and improving the membership experience.
3. To manage and process sales orders, manage stock checks, update CSC's online shop, and assist in promotion of sales, tours and other fundraising initiatives.
4. To assist with the proofing and preparation for publication, and distribution of CubaSi magazine.
5. To assist with the administration and promotion of CSC brigades and tours programme.
6. To take an active role and assist with the administration of Campaign events (e.g. conferences, public meetings, AGM, Trade Union conference fringe meetings , cultural events).

### **FINANCE ELEMENTS**

7. To perform financial tasks, including computerised book keeping, invoicing, internal financial reporting, banking cheques and processing other payments, administration of direct debit collections, Petty Cash and other financial tasks.
8. Work with the Office Manager to ensure the accurate preparation and maintenance of financial records for the organisation.
9. To assist, administer and develop fundraising activities.

### **GENERAL ELEMENTS**

10. To take a lead in the overhauling and streamlining of our office systems to improve their effectiveness.
11. To supervise and deliver some basic training to volunteers, delegate some general office tasks, while maintaining overall supervision.
12. To respond to enquiries promptly and efficiently by phone, email and postal letter, as appropriate, and keep records.
13. To attend CSC committee meetings if required. To undertake any other duties reasonably felt by the Office Manager and the Director to be necessary to the successful running of the Campaign.
14. To be committed to promoting a way of working as an organisation that ensures the effective participation of all members, including those who face discrimination because of race, colour, creed, ethnic or national origin, disability, age, gender, or sexual orientation, and to promoting good relations within CSC and in its relationship with individuals and organisations outside it.

## **CSC ADMINISTRATION & FINANCE OFFICER**

### **PERSON SPECIFICATION**

Please note that applicants should address all the relevant areas of the Person Specification in their application.

#### **ADMINISTRATION ELEMENT**

1. Excellent organisational skills, numeracy, verbal and written communication skills, attention to detail and experience of working in a busy office, to deadlines.
2. Computer literacy and excellent working knowledge of Word, Excel, Access databases, email, internet plus social media.

#### **FINANCE ELEMENT**

3. Numerate. Computer literacy and excellent knowledge of Excel spreadsheets, good working knowledge of bookkeeping and experience of computerised accounting software. Quickbooks experience an advantage. Good knowledge of Access databases.

#### **GENERAL ELEMENTS**

4. Efficient and friendly telephone manner and experience of working with the public in person and via phone, email and letter.
5. Good analytical and problem-solving skills.
6. Ability to supervise a pool of office volunteers.
7. Effective time management, ability to work under pressure to deadlines and under own initiative and set priorities.

- 8 Ability to work independently and flexibly within a team based working environment.
- 9 A willingness to take on new areas of work and, alongside others, develop new systems and projects to further the work of CSC.
- 10 Commitment to the aims and objectives of Cuba Solidarity Campaign.

### **Application Process**

Candidates wishing to apply for this post should complete the application form and send to: Rob Miller, Cuba Solidarity Campaign, C/o Unite, 33-37 Moreland Street, London EC1V 8BB or by email to [office@cuba-solidarity.org.uk](mailto:office@cuba-solidarity.org.uk)

In the form and any extra sheets you should state why you think that you are suited to this particular role and highlight relevant experience, skills and qualifications.

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Interviews will be held from 26 November.

## **TERMS AND CONDITIONS**

### **CSC ADMINISTRATION AND FINANCE OFFICER**

This post can be considered full time (35 hours) or 4 days (28 hours) per week subject to agreement.

The Administration and Finance post could be one full time post, or two part time posts, or a job share depending on applicants.

The post holder(s) may need to show flexibility of working as attendance at a number of weekend and evening events will be required.

#### **Salary**

Starting salary is £23,185. This rises on an annual incremental scale over 5 years to £29,810. Salary is Pro rata.

#### **Hours**

Full time hours are 35 hours per week with time off in lieu for work outside normal office hours, which are normally 9.30am to 5.30pm.

#### **Holidays**

25 working days plus bank holidays. Holidays are Pro rata.

#### **Training**

Training relevant to the job and for the development of skills is allowed for up to ten days per year subject to approval.

#### **Union Membership**

Workers are encouraged to join a relevant trade union, such as UNITE.

#### **Disabled access**

There is disabled access to the CSC office.

#### **CSC Equal Opportunities Statement**

CSC has written into its constitution the following statement as one of its objects:

‘Promote a way of working as an organisation that ensures the effective participation of all members, including those who face discrimination because of race, colour, creed, ethnic or national origin, disability, age, gender, or sexual orientation, and promotes good relations within the solidarity campaign and in its relationship with individuals and organisations outside it.’