



Finance and Development Coordinator

Salary £32,307 full time equivalent, £13,907 pro rata

Hours 16 hours per week
27 days holiday and public holidays pro rata

Period of contract Permanent Contract

Employer Oblong Ltd

Responsible to Oblong peer management team and Board of Trustees

Responsible for Organisations finances and business development

Based at Woodhouse Community Centre, 197 Woodhouse Street, Leeds, LS6 2NY

What makes us who we are

Oblong is a charity based in Woodhouse, Leeds. We run projects that build people's confidence and help them to achieve positive changes within their community. Currently we run the Woodhouse Community Centre, a supported volunteering scheme and several mental wellbeing programmes.

Our charitable aims and objectives are:

- to develop the capacity and skills of people living in socially and economically disadvantaged areas in such a way that they are better able to identify, and help meet, their needs and to create active, flourishing communities; and
- to run a community centre, primarily for the benefit of the Woodhouse, Little London, and Hyde Park areas.

Oblong operates as a collective, with most staff being paid the same wage and peer-managing each other. We are committed to collective working, which means that wherever possible staff and volunteers operate on an equal footing in informing decision-making on operational and strategic levels.

What a Finance and Development Coordinator does

This is a finance administration role for someone who has the skills to manage finances and is interested in organisational development.

As the Finance and Development Coordinator you will be responsible for maintaining and reporting on Oblong's finances, managing grants, contracts and other income. The post holder will also contribute to the strategic development and sustainability of the organisation.

As a member of staff at Oblong you will manage your colleagues - who will also manage you. Oblong has a flat management structure.

Purpose of the post

- To manage and develop the provision of the finance function for the charity and all related companies and projects.
- To proactively monitor Oblong's financial position, identifying opportunities and alerting the staff team and the Trustee Board to potential issues.
- Develop projects & initiatives in line with organisational strategic aims
- Jointly responsible, with other peer managers, for the overall operational responsibilities needed at Oblong.

Duties & Responsibilities

- To provide accurate, timely and transparent financial information
- Preparation of the organisations budget and project budgets when required for grant applications
- Provide financial reporting for grant funders where appropriate
- To ensure compliance with all relevant legislation and to ensure that all necessary returns are submitted on time
- Co-ordinate audit with the Independent Examiner & support the completion of the statutory accounts.
- To oversee the maintenance of full accounting records in the finance system
- To maintain and develop effective financial procedures, systems and controls in accordance with standard accounting practice and Oblong's finance policies
- Act as Company Secretary to ensure companies house return and charity commission return is completed
- To participate actively in the strategic planning process
- To coordinate payroll function with an outsourced provider
- To develop opportunities for Oblong to grow and increase its sustainability

Peer Management

What a Peer manager does

A peer manager is jointly responsible with the other peer managers for the overall operational responsibilities needed at Oblong. You will be expected to perform HR responsibilities - appraising the other peer managers, acting as a liaison during periods of sickness etc. You will be expected to act as a representative from your operational area at one or multiple strategic collectives.

You will also be expected to attend Trustee meetings and the AGM to present reports from your work area(s).

Peer management responsibilities

- Take responsibility for peer management of other staff
- To review the overall performance of Oblong
- Prepare reports for trustees meetings, and attend trustee meetings
- Contribute to the strategic development of Oblong
- Act as a representative at internal collective meetings
- To build a staff culture where everyone is valued and equipped to do their job
- Maintain awareness of risks and changes in the external environment that affect the organisation

Additional Responsibilities

- Represent Oblong and promote Oblongs aims, objectives, reputation and ethos
- To ensure that Oblong staff, clients and its Board of Trustees comply with all laws related to its activities and operations at all times
- Present and contribute at meetings
- Promote and uphold the principles of equality and collective decision-making
- To build an organisational culture of participation and democracy
- To promote diversity and equality of opportunity in all Oblongs work and practices
- Staffing duties at Woodhouse Community Centre including opening and locking up the centre, dealing with enquiries, setting up rooms and making sure that Woodhouse Community Centre is a safe and pleasant space for everyone.
- Undertake any other task relevant to the post

Person Specification

Requirement	Essential	Desirable
Experience		
Experience of producing monthly management accounts using accounting software	x	
Experience of using Quickbooks		x
Experience of producing and managing organisational and project budgets and cash-flows (preferably including multiple small projects with restricted funds in a small charity or business)	x	
Coordinate payroll function with outsourced provider		x
Qualified accountant (ACA, ACCA, CIMA, Qualified by Experience or equivalent)		x
Understanding of Third Sector funding issues	x	
Experience of organisational development and/or project management	x	
Proven experience of writing successful grant applications		x
Experience of managing others in a paid or voluntary role	x	
Knowledge and Skills		
IT skills, including knowledge of cloud-based working & spreadsheets	x	
Ability to interpret financial data and present accessible information to staff and trustees	x	
Ability to take initiative - identify, prioritise and plan projects independently	x	
Ability to contribute to strategic target-setting and development planning	x	
Personal Qualities		
Commitment to challenging discriminatory or disrespectful behaviour & contributing to a compassionate working	x	

environment		
Share our organisational values	x	
Commitment to non hierarchical, collective decision making	x	
Work occasional unsociable hours		x
Successfully and sustainably self-managing in a busy work environment.	x	