



Lewisham Tenants Fund

Designation: Lewisham Tenants Fund Administrator
Salary: £20 per hour 17.5 hrs a week, flexible
Contract: 6 months contract with possible extension

We are looking for an Administrator to manage our company's grant funding and day-to-day running.

This position requires the successful candidate to have a sound background in finance and experience of double entry bookkeeping, Quickbooks preferred. Preparing quarterly financial reports, agreeing an annual budget with directors, and have a general knowledge of governance as will be responsible for servicing the quarterly management committee.

We seek a candidate that has good customer service, that can work on their own, use their own initiative, is trustworthy, flexible and reliable. The successful candidate will be the face of Lewisham Tenants Fund with our key stakeholders, and our customers, primarily, Lewisham council Tenant & Residents Associations.

If you have a background in finance, experience of double entry bookkeeping, and have worked in the voluntary sector we'd love to hear from you.

Please contact Joy Burnett on 07426040923 for further information or email administrator@l-t-f.co.uk

When applying please submit your CV based on the job description and personification to administrator@l-t-f.co.uk

Closing date: Monday 14 February

JOB DESCRIPTION –Lewisham Tenants Fund

Designation: Lewisham Tenants Fund Administrator

Main purpose of the job

- Administer the Fund in conjunction with the LTF Management Committee
- Monitor the organisations that are eligible for and in receipt of funding
- Service and support the LTF Management Committee
- Promote the activities of the Lewisham Tenants Fund

Summary of responsibilities and personal duties

- Process payments and monitor the recipients of grants paid by Lewisham Tenants Fund in conjunction with the Management Committee, in accordance with the Terms of Reference and the Guidelines for Administration of the Fund.
- Operate the Small Grants Fund.
- Report monitoring activities to the Management Committee.
- Advise and support the management committee to enable them to effectively carry out their responsibilities if required
- Liaise with organisations eligible to receive grants from the Fund to provide advice and information.
- Produce publicity materials to promote the Lewisham Tenants Fund

Key responsibilities and duties

- Use of information technology to monitor organisations that are eligible for, and in receipt of funding.
- Operate the Small Grants Fund for the duration of the life of that Fund. Produce quarterly reports on Grants Funding payments.
- Advise tenants groups on criteria for funding and monitor that this criterion is being met. Produce information material for these groups to explain the Fund, its procedures and uses. Attend tenant group meetings to give information, if necessary.
- Produce quarterly financial reports, research and compile statistical information and reports for the Management Committee and other bodies as required, using IT based monitoring systems
- Forward training opportunities to directors.
- Ensure that the Management Committee promotes greater involvement in Tenant and Residents Associations.

- Produce and distribute publicity material, provide advice and information to tenants groups on the operation of the Fund, and assist group to maintain appropriate accounting records.
- Carry out duties as required within the scope of the post, including administrative and clerical duties, accurately maintaining files, databases, records, resolving queries and requests for information relating to the Fund. Deal with correspondence and enquiries, prepare reports, keep appropriate records and provide management information.
- Liaise with council officers, staff from council landlords and members of voluntary groups.
- Arrange and service quarterly directors' meetings.

Supervisory responsibilities

- There are no direct supervisory responsibilities within this post.

Supervision received

- The post holder must work on their own initiative, and is supervised by the Chair of The Lewisham Tenants Fund Management Committee

Flexibility

- The overriding need is to ensure the efficient management of the Lewisham Tenants Fund. The post holder will therefore be expected to take a flexible approach to all duties including working hours and to assist in covering for all aspects of work as required.

Equal Opportunities

- Carry out the duties of the post with due regard to the LTF equal opportunities policy, LTF's Articles and Memorandum, Terms of Reference, LTF's Conditions of Funding and the tenant groups model constitution.

Contacts

- Maintain contact with the public, tenant's representatives, officers of the Council and Council Members, Members of Parliament, officers of Lewisham Homes and Regenter Brockley and other community organisations.

Special conditions of service

- Attend evening and weekend meetings if required.

PERSON SPECIFICATION – Administrator

Experience and Qualifications	Essential	Desirable
Finance qualification or the ability to demonstrate appropriate skills and knowledge	X	
Previous experience of using Quickbooks		X
Some experience of working within a social housing or a community focused setting		X
Experience in a client focused role where you've had to maintain confidentiality		X
Knowledge		
Proven ICT skills in a range of Microsoft packages	X	
Strong financial awareness and understanding of budgetary control		X
Skills and Abilities		
Excellent communication, listening and interpersonal skills	X	
Ability to develop and maintain effective working relationships with the council, councillors and MEPs, community and voluntary organisations, tenant groups, and the management committee	X	
Excellent skills at planning and prioritising workload	X	
Good time management, with ability to reprioritise and deliver to tight deadlines	X	
Ability to work under pressure with minimum supervision	X	
Self-motivated, enthusiastic, and flexible attitude to tasks		
Represent Lewisham Tenant Fund in a positive light	X	
Flexibility and Adaptability		
Flexibility and willingness to respond to the changing needs of Lewisham Tenants Fund	X	
Ability to manage change	X	
Has good work ethics including sound judgement, honesty, dependability, and loyalty	X	
Other		
Take responsibility for self-development and continuous improvement		X
Understand your strengths and weakness to utilise these to achieve solutions while under pressure	X	
Be willing to attend meeting as and when required	X	