



Job Description



Job Title:	Accounts & Project Support Officer
Location:	Rugby
Hours:	30
Responsible to:	Office Manager
Key working Relationships:	Finance Manager, Finance Officer, Senior Leadership Team, Office Manager

About the organisation:

Circles Network is a UK wide voluntary organisation renowned for building inclusive communities on the foundations of justice, advocacy, empowerment, and friendships.

Our mission is to support disabled and disadvantaged people of all ages in transformational and empowering ways to live fulfilling and inclusive lives.

Our work is organised into four key segments:

- Circles Equine
- Circles Community
- Circles Advocacy
- Circles Academy

We are dedicated and passionate individuals who are committed to delivering high-quality support and our values of inclusion are at the heart of everything we do.

The Values of Inclusion

All the work carried out by Circles Network is underpinned by a strongly held set of values and beliefs known as the values of inclusion. This philosophy, where all people, regardless of ability, are seen to be citizens of worth, drives us in our mission to support.

- Everyone has a voice and the right to be heard.
- All people have dreams and aspirations.
- All people have capabilities and qualities.
- All people should have power and control over what they do now and in the future.
- The whole community can benefit from embracing diversity.
- All people should have the opportunity to lead ordinary and valued lives.
- All people have the right to live and be part of the community.
- All people need friendships and independent relationships, a natural support network.
- All means All.

Summary:

- To support day-to-day accounting function of Circles Network alongside the Finance Officer and Finance Manager.
- To be a key part of the core team in the Midlands, supporting administrative and planning functions and ensuring compliance and efficiency.

Main duties and responsibilities:

- To be a point of contact for queries regarding financial issues.
- To support the Finance Officer and Finance Manager to complete accounting administration tasks as required.
- To be a key part of the Circles Network administrative team.
- To support scheduling activity for the projects and services running in the Midlands.
- To be professional at all times, dealing with enquiries and queries, including by email and telephone, owing to resolution in a confident and timely manner.
- To provide administrative support to the projects and services running in the Midlands and the wider organisation.
- To help maintain and develop effective and efficient systems and practices which streamline administrative duties within the organisation.
- To be an approachable and supportive member of the team.
- To be creative, dynamic and driven – using initiative and problem solving skills to overcome challenges which arise.
- To support the team in maintaining a safe and healthy work environment by taking responsibility for the safe processing of data, keeping the environment compliant and tidy and free of hazards and understanding safeguarding policies and procedures.

Person Specification:

- Have experience in accounting and administrative duties.
- Be a great communicator, both written and spoken.
- To be able to work collaboratively in a busy and changeable environment.
- To be methodical and have an eye for detail.
- Be friendly, approachable and positive in your outlook.
- A professional person, able to follow instructions, and take initiative when appropriate.
- To be inclusive and supportive of the organisation's values and mission.

Qualifications and Training:

- To have a good level of written and spoken English and Maths.
- To have a qualification or equivalent experience in accounting.
- **To have a qualification or equivalent experience in management or administration.**
- **To have an understanding of GDPR and the safe handling of data.**

Experience:

- **To have a minimum of two years' experience in an accounting and/or administrative role.**

Personal Attributes:

Competence - to have the ability to carry out your work efficiently and effectively.

Commitment - to show dedication and attentiveness towards those you support and the wider organisation.

Care and Compassion - to understand how other people may be feeling, showing concern/interest in their issues and lives.

Communication - to be able to successfully share ideas, feelings and information.

Creativity - to use imagination and original ideas to support the development of your work.

Intuition and Self Awareness - to understand instinctively those you support and be aware of the impact you have on others.

Authenticity and Integrity – to be an honest and genuine person.

Connection - to show connection in your relationships.