

## Job Description | Finance and Procurement Coordinator

### Impact Hub King's Cross

Impact Hub King's Cross is a home for positive change. Our purpose is to  **catalyse entrepreneurial action for a socially-inclusive zero carbon economy**. We bring together impact-driven individuals and organisations through our coworking space, business support programmes, and events, to collectively build a more fair and sustainable future. We are part of a leading global network of 100+ Impact Hubs across 50+ locations with 16,500 members.

For more information see: <http://kingscross.impacthub.net> | <http://impacthub.net>

### The Opportunity

Impact Hub King's Cross is expanding its core team and is looking for an energetic and highly motivated **Finance and Procurement Coordinator** to join our team. This is a great opportunity for someone with the ability to undertake financial, procurement and other administration tasks and who wishes to develop their hands-on experience within the social enterprise sector.

The Finance and Procurement Coordinator will be responsible for the smooth day-to-day running of the businesses' financial processes and reporting in liaison with our outsourced accountants, under the supervision of the Managing Director, or in future a potential new Operations Director (not yet in post). They will also help us to undertake a review of our suppliers and support with the procurement of new contracts as we expand to new spaces. They will also be responsible for other administrative activities such as HR processes, team meetings and supporting our board administration. The successful candidate will initially report to the Managing Director and later to the Operations Director.

- This is a **full-time role 37.5 hours per week** (excluding 30 minute daily break). We would also consider candidates who want to work part-time (minimum 30 hours per week), job share or undertake a relevant apprenticeship (Level 4 or above).
- Usual hours are 9am-5pm but some flexibility can be offered, and also may be required from time to time.
- This is a **permanent** contract with a 3 month probation period.
- **Starting salary: £23,000 - £25,000**, plus pension, health cash plan and company profit-share scheme. We would normally expect to pay at the bottom of the scale for new hires, but this will depend on experience.
- Normal place of work is at our office: 34B York Way, London N1 9AB, but we can also accommodate some level of home working on request.

## **Key responsibilities:**

**1. Financial management** (approx 70% of the role) interfacing between the management team and our outsourced accountants in support of the MD, to:

a. Ensure accurate and timely recording and reporting of financial information on our accounting system (Xero) and membership CRM system (Nexodus);

b. Administration of other financial processes including:

- Raising and sending invoices
- Making payments
- Reconciliation of accounts
- Debt management
- Dealing with invoicing & payment queries with other members of the team
- Preparation of management reports
- Payroll management

**2. Procurement** (approx 15% of role) providing support to the Impact Hub King's Cross team across the whole procurement cycle, including:

a. Supporting the regular review of our procurement policy by our Operations Manager, to ensure it aligns with the latest ethical and sustainability best practices and is fit for purpose;

b. Researching, identifying and engaging with vendors and suppliers who align with IHKX ethos and mission and goal to become carbon negative by 2030;

c. Reviewing current contracts; monitoring contract terms and contract end dates;

d. Preparing for renewals, renegotiations or onboarding of new suppliers, and supporting the Operations Manager or other relevant team members in the process of securing new contracts.

**3. Information management** (approx 5% of role) including:

a. Ensuring core documents and records (operations manuals, performance management tracking, vacation records, employee records, contract database etc) are maintained in up-to-date and accurate order) and ensuring all team members are trained in their use;

b. Providing financial information on request to the fundraising or programmes teams to ensure timely funding applications

c. Reviewing our systems and processes for continual improvements that enable the operation to run more smoothly and cost effectively and recommending improvements to the management team and supporting their implementation.

**4. Team administrative support** (approx 5% of the role) including:

a. Supporting HR processes, including recruitment, induction, review & exit processes;

b. Ensuring that training records are up to date and making arrangements for team training workshops as requested;

- c. Taking minutes for full team and leadership team meetings;
- d. Setting up board meetings and other necessary board administration.

#### **5. Member support / customer service** (approx 5% of the role)

- a. Supporting the Operations Team in selling and booking new memberships, meeting room and events, including the use of our membership system, Nexodus;
- b. Building positive relationships with members and guests to create a welcome community in our space and deal with relevant member / guest queries;
- c. On occasion, provide temporary cover to the coordinator team in case of absence due to breaks, training or unplanned short-term sickness absence.

#### **6. Other duties that may be reasonably assigned**

### **Person Specification**

#### **Essential:**

- Minimum A-level qualification or equivalent
- Experience working with (financial) information management
- Experience in working with CRM software
- Previous experience with Xero or similar accounting system
- Previous book-keeping experience
- Familiarity with MS Office and Google doc tools, especially excel/equivalent
- Excellent attention to detail and accuracy in financial information
- Ability to understand and spot inconsistencies in contractual documents
- Ability to put in place new processes and automation, within an environment characterised by change
- Excellent communication skills both in person and online, in writing & verbally
- A positive attitude towards the public and towards team working across all levels of an organisation
- Enthusiasm for values-driven business
- An ability to prioritise and handle a busy workload persistently and calmly

#### **Desirable:**

- Book-keeping qualification (eg AAT or equivalent)
- Knowledge of procurement principles and procedures
- Experience of working in the social enterprise sector

#### **You:**

- Are a confident self-starter
- Thrive in a small team with an entrepreneurial feel
- Are highly numerate
- Are motivated by delivering high quality outputs, often to tight deadlines
- Are keen to build and develop the role as suits the needs of the business

## How to Apply

We welcome candidates from diverse backgrounds. We offer a working environment that has step free access. Feel free to reach out to us if you would like to discuss specific accessibility needs.

If you have the relevant experience for this role and would like to apply, please send a CV and a covering letter outlining why you are perfect for the role, and how you meet the person specification to **kingscross.recruitment@impacthub.net**.  
**Applications without both a CV and a cover letter will not be considered.**

To limit any unconscious bias, all applications will be anonymised until shortlisting is complete. Please help us by **not** including personal details such as your date of birth, marital status, gender, etc on your CV or cover letter.

Deadline for applications is **9am on Monday 27th September 2021**. However, we reserve the right to end the application process sooner, based on the number of strong applications received. Interview date will be **Thursday 14th October** (please keep this date free). Start date is as soon as possible after interviews.

Due to the level of applications expected, we regret that we may only be able to reply to successful applicants.