



OUSEBURN
FARM
CHARITY LTD



RECRUITMENT PACK

FINANCE AND
ADMINISTRATION ASSISTANT

WHO WE ARE

Ouseburn Farm is a charity and working community farm in the urban heart of Newcastle upon Tyne.

Our story started in 1976 when parents from Byker took over a plot of land on the site where the Farm is now. They wanted their children to have access to nature, to grow their own food and take care of animals.

We're now a registered charity and remain true to our origins, giving 36,000 visitors a year the opportunity to learn about the origins of food and care for nature through engagement with farm life.

We are also a care farm and our placement programme for adults with learning disabilities, difficulties and ASD (autistic spectrum disorder) is central to our work. We help our placements to learn new skills and connect with nature, each other and their community through meaningful activity in our farmyard, gardens, kitchen, café and visitor centre.





OUR VALUES

WE BELIEVE IN PEOPLE.

We believe in their strength, willpower and courage. We believe in each other, in those we support and in our community.

WE WON'T GIVE UP.

We stand by our region's most vulnerable people, we believe that everyone deserves a chance to get to a better place.

WE ACTIVATE CHANGE.

We are a catalyst for change, supporting small steps that lead to bigger transformations.

WE'RE BETTER TOGETHER.

We invest in our region and our communities. We're serious about progress and take pride in our relationships. We work with an open mind and embrace new opportunity.

RECRUITMENT PACK:

FINANCE AND ADMINISTRATION ASSISTANT

We are recruiting a dynamic and enthusiastic Finance and Administration Assistant to support our operations at Ouseburn Farm. We are at an exciting time for the farm, growing the charity and helping people to get to a better place. You will report to the farm manager and provide support in a wide range of administrative tasks. You will have great attention to detail, a willingness to learn and the ability to be flexible and adaptable. Every day will bring its own challenges but also the rewards of helping all our beneficiaries, volunteers and visitors thrive.

We believe in flexible working and you'll be able to tailor your working hours (24 hours per week) around other commitments.

If you would like an informal conversation about the role, please get in touch with the farm manager, Hugh Stolliday, at hugh.stolliday@ouseburnfarm.org.uk.



**OUSEBURN FARM CHARITY LTD
JOB DESCRIPTION
ADMINISTRATOR**

RESPONSIBLE TO: OUSEBURN FARM BUSINESS MANAGER

JOB PURPOSE:

1. Under the supervision and direction the farm business manager, to ensure day to day provision of an administrative function for Ouseburn Farm.
2. To work in accordance with the policies, practices and procedures as laid down by the Board of Ouseburn Farm Charity Limited and its parent organisation, Tyne Housing

Association.

MAIN DUTIES

1. To undertake administrative tasks for Ouseburn Farm
2. To deal with queries from the general public and other agencies via telephone, social media and in person.
3. To administer room and event booking systems ensuring relevant paperwork is issued, completed and diaries are updated. To issue accurate invoices for events, monitoring receipt of payments and issuing reminders.
4. To oversee the organisation and maintenance of accessible filing and recording systems.
5. To oversee invoicing and purchasing and relevant audit trails.
6. To support the dissemination and production of board and subcommittee papers and take minutes.
7. To comply with relevant finance processes and procedures, and to work alongside the Tyne finance team to identify and resolve invoicing, purchasing and related issues.
8. To support health and safety compliance, including regular checks.
9. To manage the farm's retail process, including selecting merchandise to meet market demands, negotiating best value, analysing sales and managing stock levels and POS records.

10. To provide support to the Fundraising and Communications Lead in undertaking fundraising and communications administration functions

11. Other duties consistent with the successful management of Ouseburn Farm as reasonably directed by the Farm Business Manager

GENERAL TERM AND CONDITIONS

Annual Remuneration £23,099 - £24,866 pro rata

Hours of work 24 hrs per week, with an option to work flexible hours between 9am and 5pm Monday to Friday.

Annual Leave 26 days, in addition to bank holidays (pro rata)

Notice Period 8 weeks

Specific terms and conditions will be as stated in the Terms and Conditions of Employment document.

Supervision and direction will be provided by the Ouseburn Farm Business Manager.

PERSON SPECIFICATION

The successful candidate will also be expected to demonstrate the following qualities, skills or knowledge

ESSENTIAL

1. Good verbal and written communication skills
2. Experience of working with Microsoft Office, including Microsoft Excel
3. Experience of dealing with finance systems (Sage or similar) and/or bookkeeping experience
4. Ability to interact positively with customers and placements using the farm
5. Good recording and administration skills
6. Evidence of practical skills relevant to job description
7. Good organisational skills
8. An understanding of confidentiality and the ability to deal with information of a highly personal and sensitive nature
9. Ability to work both within a team and on own initiative
10. Willingness to work in a flexible manner

DESIRABLE

1. Knowledge of community-based grant-funded projects and education
2. Knowledge and/or experience of working within a visitor attraction including a familiarity with retail processes.
3. Experience of cash handling processes
4. Minute taking.