



The BridgeLink Centre

Part-time Finance Administrator - 20 hours per week

Job Description:

Overview:

Ivybridgelinek is the charity responsible for The BridgeLink Community Centre on the Ivybridge Estate in Isleworth. We are seeking a highly organised administrator to oversee the financial administration for the centre. This post will support IvybridgeLink's mission to promote learning and educational achievement, encourage pathways into employment, support healthy lifestyles and emotional well-being, offer opportunities for recreation/leisure activities and build a positive sense of community.

You will be working as part of the team alongside the Centre Administrator and Caretaker roles. There will be a combination of divided responsibilities with some shared responsibilities.

Key responsibilities:

Financial Administration

- Maintain the financial records for IvybridgeLink Charity including several budgets and produce monthly financial reports, end of year accounts and budget projections.
- Update financial records on SAGE, managing purchases, invoices, payments and reconciliations and managing petty cash, PayPal and credit card transactions. Involves banking and cash handling.
- Ensure monthly data forwarded to payroll and all relevant personnel administration including uploading staff hours, expense claims and on boarding new staff.
- Maintain and manage HR and training records for staff, trustees and volunteers including mandatory training such as Safeguarding and GDPR.
- Assist in the organisation of fund-raising events, managing donations and supporting directors with information for grant applications as required.
- Act as main contact for logging ICT support issues.
- Manage payments to utilities and services, subscriptions and update Companies House and Charity Commission records.
- Provide regular financial reports to Trustees.
- Attend meetings as required including Board meetings and share minute taking.

Building Support

- Supporting the day-to-day running of the centre and act as first point of contact for enquiries. Welcome delivery partners and centre users providing information about services and signposting.
- Attend relevant training and meetings, includes scheduling some meetings and minute taking.
- Support any events where required including some occasional out-of-hours events or activities and meetings.

- Promote a commitment to the Centre's Equity, Diversity & Inclusion policy, Disability & Reasonable Adjustments commitment and Code of Conduct, along with all other policies that contribute to the operating values and ethos of the charity as determined in its mission statement.
- Take shared responsibility for the day to day implementation of the Health and Safety Policy.

Personal Attributes

- Community focused with an interest in community work and the voluntary sector.
- The ability to keep calm under pressure and provide solutions.
- A practical hands-on approach, able to work on own initiative coupled with a collaborative attitude.

Person Specification:

Essential Skills

- Demonstrate excellent IT skills, full knowledge and experience of using Microsoft Office 365 including Excel, Word, PowerPoint, Outlook, Teams and SharePoint.
- Proven numeracy skills and budget management experience including creating financial reports and end of year accounts.
- Good working knowledge and experience of SAGE and AAT Level 1.
- Demonstrate excellent administrative skills including online filing systems, creating documents and streamlining administrative systems.
- Demonstrate excellent communication and interpersonal skills, both verbal, written and in person.
- Experience within an inclusive customer-facing environment with the ability to make people feel welcome, promote good partnerships and resolve sensitive issues with diplomacy.
- Excellent organisational skills, good time management and the ability to work to deadlines.
- Ability to work flexibly as a member of a team as well as work on own initiative.
- Knowledge of health and safety requirements for premises, and previous experience of implementing good practice around health and safety.
- Understanding of and commitment to equity, diversity and inclusion.

Preferable Skills

- Experience of the day-to-day management of premises and/or reception work.
- Understanding of and commitment to safeguarding of children and adults in a community setting.
- Understanding of and commitment to a greener and sustainable environment.
- Understanding of and commitment to GDPR.

Application Details

Salary: Local Government Pay Scale 5-6 £32,070 - £36,585 **pro rata**.

20 hours a week.

The role is subject to a DBS check.

This role is managed by the Community Partnerships and Projects Manager.

To apply:

Please forward your CV and covering letter of no more than 2 sides of A4 explaining why you are suitable for the post.

Please refer to the Person Specification when providing your covering letter giving examples of how your experience meets the criteria.

Please email both directly to kuldip.sandhu@bridgelink.org.uk

Closing date for applications: Midnight 15th February 2026.

Interviews: Week commencing 23rd February 2026.

Interviews will include a skills assessment test based on the Person Specification.