



Tylorstown Welfare Hall & Institute

Registered Charity Number: 1151259

Registered Company Number: 08339362

Job Title: Finance and Administrative Officer

Hours: 24 hours per week, flexible

Salary: £16 per hour (2025 rate)

Holiday entitlement: 25 days per annum (pro rata)

Location: Tylorstown Welfare Hall Limited, East Road, Tylorstown, Ferndale, Rhondda Cynon Taf, CF43 3DA

Reports to: Development Manager

Main Purpose of the Job

The Finance and Administrative Officer will play a critical role in supporting the Development Manager in managing the financial aspects of capital projects and externally funded initiatives at Tylorstown Welfare Hall. This role involves overseeing the financial management of capital project funding, ensuring that project budgets are adhered to, and collaborating with the Development Manager and other stakeholders in the project management process. The Officer will also assist in bookkeeping and administrative tasks for ongoing projects, ensuring compliance with financial controls and relevant charity and business regulations, monitoring budgetary processes, and providing regular reports to the management committee.

Organisational Background

Tylorstown Welfare Hall (TWH) was built in 1933 following contributions from local miners and their families. The Hall is a cornerstone of its community, which comprise some of the most deprived areas in Wales and the UK..

According to the Welsh Index of Multiple Deprivation, local wards rank in the bottom 10% for deprivation, with Tylorstown among the lowest 5% for employment and housing access. The region faces significant economic and social challenges, including low-income levels, health inequalities, and limited access to essential services. The COVID-19 pandemic and cost-of-living crisis have further strained the community, with rising numbers of residents facing food and fuel poverty.

TWH plays a crucial role in delivering essential support, collaborating with local partners to provide social events, community programs, and employment support for those most in need. Each month, over 1,200 people use the space, with a wide range of organisations running activities in the Main Hall. Now is a vital time in its history, as a number of funded programmes mean that the Hall can be sensitively modernised and equipped to run more activities, programmes and partnerships that benefit local people. A revitalised Welfare Hall would provide a lifeline for the community, offering a warm, welcoming, and fully accessible space where people of all ages can engage in meaningful activities.

Visible investment in this historic and much-loved building will send a powerful message that Tylorstown is a place worth investing in - one that values its people, culture, and heritage. The role of the team at the Hall is not just about restoring and managing a building; it is about revitalising a community, creating opportunities, and ensuring that TWH remains a beacon of hope and resilience for the people of Tylorstown and beyond.

Key Duties and Responsibilities

- Oversee and manage capital project funding, ensuring proper allocation and reporting of funds.
- Carry out administrative tasks to support the Development Manager, including minute-taking at meetings, and communication with suppliers and users of the Hall.
- Monitor and track project budgets, ensuring timely and accurate financial reporting.
- Collaborate with project managers to ensure that financial targets and deadlines are met for capital projects.
- Maintain accurate books of accounts and perform monthly bank reconciliations.
- Arrange timely payment of bills related to project costs and operational expenses.

- Manage the payroll system in line with HMRC's PAYE and National Insurance requirements, including preparing P11s, issuing payslips, and filing annual returns within statutory deadlines.
- Collaborate with the Treasurer and other key stakeholders as needed.
- Keep computerised records of income and expenses for the Welfare Hall, ensuring clear tracking of project-specific costs.
- Assist in preparing and monitoring budgets for capital projects, ensuring compliance with funding requirements.
- Perform additional tasks and responsibilities as they arise, with a focus on financial reporting for ongoing projects and organisational needs.

Required Qualifications and Experience

- Strong understanding of financial management principles, particularly in the context of capital project funding and project management.
- Experience in financial roles with a focus on managing project budgets and funding.
- Knowledge of project management processes and the ability to monitor financial progress against project goals.
- Proficiency in using spreadsheets and financial software.
- Experience in budget preparation and financial reporting for projects and ongoing operations.
- Good standard of education, ideally with a background in finance, project management, or related fields.
- Effective written and verbal communication skills.
- Ability to work independently and as part of a team.

Desirable Qualifications and Experience

- Experience in managing capital project funding or external grants.
- Knowledge of social media and marketing.
- Understanding of external funding processes, including charity and public sector funding.
- Experience working for a charity or community-based organisation.
- Experience of communicating yn Cymraeg/in Welsh in a professional capacity is not essential to the role but would be warmly welcomed

Key Skills

- Strong organisational and project management skills.
- Analytical and numeracy skills with the ability to monitor financial progress against project goals.
- Effective communication and reporting skills.
- Problem-solving abilities with a focus on managing budgets and financial controls.

This role provides an opportunity to contribute significantly to the financial and administrative functions at Tylorstown Welfare Hall, particularly in the management and oversight of capital project funding and the implementation of best financial practices.