

Recruitment pack: Finance Officer (part time 6 hours per week, £25,000 FTE, £4,333 actual p/a)

Carers' Support (Bexley) Message from Vikki Wilkinson, Chief Executive Officer

We are a charity set up by and for unpaid Carers in and around Bexley. Our aim is to make a difference for carers every day and have a positive impact on both the lives of our Carers and the communities in which we work. We offer excellent and high-quality [services](#) including counselling, welfare benefits guidance, carers and care needs assessments, a Support Worker Service and a groups programme, but our strength is that we also bring to our work ourselves as people: committed, trying our best with a range of strengths, interests and experiences.

The team work within a defined, accountable and supportive framework but with autonomy, transparency, trust and commitment to support thousands of local unpaid carers every year.

Finance Officer: at a glance.

£25,000 per annum (FTE) £4,333 per annum actual

6 hours per week, days can be discussed.

25 days (pro-rata) annual leave per year plus bank holidays

We are based in Crayford, Bexley and encourage the team to work in the office. We think it's good for teamwork, knowledge and belonging but also recognise the benefits, and are flexible, for people to work from home.

Working with the Chief Executive and Senior Administrator this new post is primarily responsible for undertaking tasks and activities that provide an accurate month-end position. The role also supports monthly payroll for our team of 21 staff.

Application deadline 17.00 pm 20th March 2024

Our values are really important to us, we encourage others who hold these values to consider joining the team.

We believe that *building a strong culture is what builds a strong organisation*, which in turn enables us to offer high-quality and impactful support for carers.

People First – We recognise and value people as individuals with individual needs and feelings and we are committed to providing flexible and creative services in response. Our focus is on putting people first and treating people how we would wish to be treated. We are compassionate, warm, polite, empathetic, understanding and approachable.

Respect – We treat everyone with dignity, understanding and respect. We value diversity and embrace people’s differences in the way we work.

Honesty and integrity – We believe that acting with integrity and honesty is integral to our work; this means we do what we say we will and deliver our promises. We are open, honest and transparent in the way we work.

Professional – We have a skilled and experienced team of staff and volunteers who are committed to working in a professional way and delivering excellence within all our services.

Valuing Our Volunteers - We have a dedicated and enthusiastic team of local volunteers who support our work. We are led by a voluntary board who provide direction and leadership to Carers Support (Bexley). We also use volunteers from all over the world within our respite service and we believe that this adds real value, making this service truly unique.

Job description and person specification

Finance Officer Reporting to: The Chief Executive

- **Hours:** 6 hours per week (totaling 24 hours per month)
- **Salary:** £25,000 per annum pro-rata (£4,333 p/a for 6 hours per week)
- **Benefits:** 25 days holiday per annum plus bank holidays
6% pension contribution
Additional day off on your birthday each year
- **Location:** Our offices are at Wolsley House, Crayford, Bexley. This role will benefit from working at the office to get to know colleagues and the charity and we believe this enables us to be part of a team. However, we recognise the benefits of working remotely and this can be accommodated.

Purpose of the role

The post holder brings their skills and expertise to support a strong financial infrastructure at Carers Support (Bexley). We believe that strong foundations are essential to the quality and success of our work with carers. When excellent and productive systems, processes, oversight, and support are embedded in the organisation the team are enabled to provide high quality support to carers.

This new post is primarily responsible for undertaking tasks and activities that provide an accurate month-end position. The role also supports monthly payroll; we have a team of 21 staff on payroll.

The Chief Executive is responsible and accountable for the operational financial oversight and management of the charity. She works and advises the Trustees and Treasurer who have strategic financial and compliance responsibility.

Our Senior Administrator is responsible for our day-to-day financial transactions and categorises bank transactions in QuickBooks on a daily basis, processes donations, sets up CAF bank payments, processes expenses and oversees invoicing. The posts works in partnership with the Chief Executive, Treasurer and Senior Administrator.

Main Duties

- Review QuickBooks transactions to make relevant adjustments to support month end processes, for example this may include journals and amending class categories.
- Undertake QuickBooks activity such as uploading our annual budget.
- Undertaking monthly bank reconciliations
- Supporting the preparation of monthly payroll month end reconciling supplier invoices and statements.
- Preparing QuickBooks monthly and quarterly management reports
- Support the year-end Annual Accounts process with the Chief Executive, Accountants, and our Treasurer.
- Process, monitor and reconcile petty cash.
- Process Gift aid.
- With the Chief Executive, prepare and process monthly payroll and Nest pension scheme.
- Support the Chief Executive to maintain and update financial systems and procedures.
- Supporting our high standards of financial accuracy and quality

Other

- At times, it may be helpful to attend Board meetings and other meetings, for example staff meetings. This would be within your contracted time.
- Attending and participating in training or development required to ensure personal and professional development to meet the requirements of your role and the charities standards.

Person Specification

Knowledge/Experience

Experience in finance roles within a team environment. AAT Level 3 Qualified or Qualified by experience bookkeeper.

Skills and Abilities

Communication

Excellent communication skills which enable people to feel comfortable, confident, and listened to.

An understanding of how to handle an individual's personal and sensitive information in a confidential way so that the principles of good data protection are upheld.

Time management and organisation

Excellent time management and organisational skills to be able to deal with a variety of tasks and a range of priorities within specified timescales and with attention to detail.

Planning

Experience of being able to plan and schedule in advance, with awareness of dependencies, conflicts or issues that may arise.

Information Technology skills

Strong IT skills and be competent in the use of most Microsoft Office applications including Outlook, Word and Excel.

Excellent knowledge of and experience of using QuickBooks (or similar)

Payroll experience: we use BrightPay, but experience of another tool is sufficient

Problem solving skills

Experience of, or ability to handle complex situations through critical thinking and pragmatic, empathetic problem solving.

Personal Characteristics

- Caring and considerate
- Calm under pressure
- Organised
- Committed to inclusion of people in all aspects of work and community life
- Enthusiasm to work as part of a small team

How to apply

We welcome an informal discussion prior to application if you would like to discuss the role or have any questions. Please contact Vikki Wilkinson, vikkiwilkinson@carerssupport.org

Please submit a personal statement of up to 3 sides of A4 demonstrating how your skills, interests and expertise meet the main duties of the role and the person specification. Please also submit an accompanying CV. **We can only consider applicants for shortlisting who have submitted both a personal statement and a CV.**

The application deadline is **17.00 20th March**. Please submit via e-mail to vikkiwilkinson@carerssupport.org

Interviews will be held at Wolsley House, Crayford on the 16th April.