**COMMUNITY360**

# JOB DESCRIPTION & PERSON SPECIFICATION

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| **Job Title** | Finance Assistant |
| **Responsible to** | Chief Executive Officer (CEO) |
| **Location** | The post holder may be required to work at any establishment at any time throughout the duration of their employment, normally within the locations of C360 or as set out under the terms of their contract. |
| **Accountability** | Assist the Finance Officer to be fully accountable for the performance management of contractual key performance indicators and qualitative and quantitative delivery within this portfolio. Ensure you take ownership and accountability for the areas of responsibility within your remit as detailed in this Job Description and any appendices therein. Be aware of all programmes of work within the organisation. |

**PURPOSE OF THE JOB**

To provide support in respect of Bookkeeping, Payroll, Independent Examination administration and accountancy support to the Community360 Finance Section.

**PRINCIPAL DUTIES**

1. Keeping all financial functions of the Community360 confidential, accurate and up to date, in accordance with the deadlines set and in accordance with the instructions of the Line Manager.
2. To assist with the preparation and independent examination of the financial statements for client groups.
3. To assist/deliver the bookkeeping services provided by Community360, compiling the books and accounting records for client groups on a regular basis.
4. To assist with drawing up financial reports for the Community360 and client groups, including advice and recommendations for their financial management and control.
5. To assist team members and Client Groups to ensure the smooth, timely and accurate administration of the Payroll Service.
6. To support organisations with regard to their financial recording systems.
7. To maintain an up to date knowledge of basic accounting issues and contribute to the development of the services.
8. To assist with a full administrative function including IT, filing, statistical data production and any other function deemed within the scope of the post identified by the Line Manager
9. To ensure that all work is carried out in line with relevant legislation and Community360 policies and procedures, and to contribute to the development of Community360.
10. To act as an effective team member and promote mutual respect amongst colleagues

**Overall**

11. Ensure that C360’s policies and procedures are followed in all areas of work of C360.

12. Comply with the UK General Data Protection Regulations (GDPR) of the Data Protection Act 2018, following guidelines as per C360 processes.

13. Attend as appropriate, and participate in, internal meetings of the organisation, including, but not limited to, staff meetings, board meetings, the Annual General Meeting and Away Days promoting staff professional development and awareness.

14. Work co-operatively with other members of staff and act as an effective team member, promoting mutual respect amongst colleagues and a positive persona.

15. Comply with the internal and external monitoring and recording requirements of the organisation for accountability purposes.

16. Provide local intelligence and knowledge to the organisation, galvanising communication throughout, which would usefully inform discussions and decision making.

17. Assist with coordinating and attend community events during the year, maintaining a flexible approach.

18. Contribute to marketing C360 services including but not limited to social media, website, newsletters, leaflets, presentations and any other marketing tools.

19. Pursue and undertake any training and personal development of skills necessary for the effective performance of your role, as agreed with your line manager, maintaining your training record in conjunction with Support & Supervision.

20. Ensure all information (including the shared drive) is kept confidential, in appropriate files, up to date and accurate.

21. Carry out other duties in line with the above primary duties, which are held to be within the scope of this post.

22. Ensure that all services are provided in line with all C360 strategic and delivery plans.

23. Take ownership and responsibility of communication both internally externally ensuring the sharing of appropriate information where necessary. Continuously explore effective ways of working within the C360 Team.

24. From time to time you may be required to work unsociable/additional hours (evenings and weekends) for which time off in lieu (TOIL) will be given.

25. The job role may require at times, travel across Essex, the region and nationally.

**PERSON SPECIFICATION – Finance Assistant**

**How to evidence the criteria on your covering letter:**

As a **minimum**, please evidence these essential criteria: **E1, E2, E4, E5, E6, E7, E8, E9, E10**

Please consider C360’s values when providing your evidence, which underpin our Purpose of **‘Through partnership working we will foster resilient, thriving and inclusive environments so everyone can live their best lives’:**

* **Leadership**: we seek to provide passionate, intelligent leadership for our communities
* **Collaboration**: we maximise our impact by building partnerships to work with communities
* **Honesty**: we maintain a reputation for integrity and trust
* **Creativity**: we are open-minded, we challenge how things are done and develop new approaches
* **Inclusiveness**: we seek to involve everyone, are friendly and caring
* **Excellence**: we value quality in everything we do

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| **Selection Criteria - ESSENTIAL** |
| **No.** | **Experience, Technical Skills & Knowledge** | **Shortlisting** **Via**  | **Score** |
| E1 | Experience of providing efficient customer service/administrative support in a busy office environment | Application |  |
| E2 | Experience of working in a payroll environment including proficiency with various payroll software | Application |  |
| E3 | Ability to work in a diverse environment including an explanation and liaison at a professional level to non-accounting staff | Interview |  |
| E4 | Ability to prepare and present financial report | Application |  |
| E5 | An ability to review a wide range of accounting systems, formal and informal, computerised and manual | Application |  |
| E6 | General understanding of finances includingknowledge of sales & purchase ledger | Application |  |
| E7 | Competent and secure use of IT, including Email, Internet, MS Office 365, and Cloud technologies, and especially Databases and Spreadsheets | Application |  |
| E8 | An ability to understand and apply relevant legislation relating to charities | Application |  |

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| **No.** | **Qualifications, Education and Training** | **Shortlisting via** | **Score** |
| E9 | Good, all-round secondary education | Application |  |
| E10 | Commitment to self-development andcontinuing professional development | Application |  |
| **No.** | **Personal/ Behavioural Characteristics** | **Shortlisting via** | **Score** |
| E11 | Team player with an open and honest manner, able to use initiative and ability to build effective relationships with a wide range of individuals | Interview |  |
| E12 | Ability to show empathy to service users and members of the public and to deal with them in a courteous manner, managing behaviours where necessary | Interview |  |
| E13 | Demonstrable knowledge and understanding of Equality, Diversity and Inclusion | Interview |  |
| E14 | Ability to prioritise tasks, workload and possess good time management skills | Interview |  |
| E15 | Ability to work hours in a flexible way, including evenings and weekends to meet the needs of the service and to adapt to different environments including lone working | Interview |  |
| E16 | A belief in continuous improvement anddeveloping standards of quality | Interview |  |
| E17 | Effective communication skills including written, verbal and listening skills | Interview |  |
| E18 | Discretion and confidentiality combined with sensitivity and diplomacy | Interview |  |
| E19 | Demonstrates determination and resilience to complete work in the face of challenges | Interview |  |

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| **Selection Criteria - DESIRABLE** |
| **No.** | **Experience, Technical Skills & Knowledge** | **Shortlisting via** | **Score** |
| D1 | Experience of the voluntary and charitable sector, and working with volunteers | Application |  |

**Valuing Equality, Diversity & Inclusion**

Community360 is an equal opportunity employer and is fully committed to a policy of encouraging equality, diversity and inclusion among its employees and job applicants and treating all of its employees and job applicants equally, fairly and without bias. Community360 will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, transfer, opportunities for training and development, pay and benefits, other terms of employment, dealing with grievances and discipline, performance management, requests for flexible working, selection for redundancy and dismissal.

Community360 will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origins and caste), religion or belief, sex or sexual orientation. In this policy, these are known as the “protected characteristics”. Community360’s aim is for its workforce to be truly representative of all sections of society, and for each employee to feel respected.

**Disability Confident**

We are a Disability Confident Employer and have made a positive commitment to inclusion and diversity and welcome applications from people with a disability or long-term health condition. Part of our commitment is to offer all disabled candidates an interview who meet the minimum essential criteria for the role as set out on our Person Specifications.

We will ask you to let us know if you require any reasonable adjustments to be made throughout the recruitment process to ensure inclusion and if you would like to discuss the recruitment process in advance, including what reasonable adjustments would be required, you can call Amanda Woods, Corporate Services Manager on 01206 505250. If we offer you the position, we are committed to making reasonable adjustments wherever possible to your working environment.

**Safer Recruitment**

Community360 is committed to safeguarding and ensuring the welfare of vulnerable adults, children and young people.  We expect all employees and volunteers to share this commitment.

The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  We have safeguarding policies in place which staff/volunteers are expected to read at induction and keep up to date with any policy changes throughout their employment and/or volunteering experience.

**Essex Family Friendly Employers Charter**

Community360 has signed up to the Essex Family Friendly Employers Charter which means it promises to abide by a set of minimum principles deemed to be family friendly. Our policies allow our staff easy access to flexible working so that they can manage their work and caring commitments.

Amendments – this description accurately reflects the present position; it may be amended and reviewed. Any change will be made following a proper period of consultation.

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| **Office Use only:** |
| **E** | **/18** |
| **D** |  |
| **Total** |  |
| **Max score** | **/** |
| **Interview** | **Y / N** |