

**Job Title:** Finance Assistant (Part time)

**Reports to:** Finance Manager

**Direct reports:**  None

**Salary:** £10,920 to £13,104 per annum

**Location:** Head Office, Borough, London

**Context:**

An exciting opportunity exists to join our organization at a time of growth and development. Childhood First is a charity that provides specialist therapeutic care, education and treatment to children suffering severe emotional and behavioural disturbance as the result of early life trauma. We also provide support to their networks of adult carers.

Our unique and effective therapeutic method has evolved over 40 years and is called Integrated Systemic Therapy (iST). It transforms young lives, delivering unparalleled success in the treatment of children and young people suffering serious emotional and behavioural disturbance.

We aim to create a community life, an educational experience and a treatment programme which can support each child in restoring their capacity to trust others to build positive relationships and fulfil their true potential. We also provide services in Placement and Family Support Service, and Integrated Therapeutic Fostering, which deploy the same insights and approach.

Childhood First works in partnership with relevant agencies - local authorities, children’s services, CAMHS, primary care and mental health trusts, professional bodies, research departments, voluntary providers - to understand and support the mental and emotional health of traumatised children, and in particular looked after children with complex needs.

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| **Responsibilities:** |
| 1. | Support the delivery of finance strategy* Advise the Finance Manager on financial issues which arise and which are outside the agreed boundaries of management authority.
* Keep abreast of financial developments across the charity sector.
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| 2. | Provide good communication to key stakeholders through* Maintaining contact with bankers, suppliers, payroll providers, customers and auditors.
* Work with Community directors to establish and resolve financial issues
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| 3. | Deliver an internal financial service to the charity* Provide financial support to the fundraising department with funding applications and reports to funders
* Produce the chairman’s monthly fundraising report.
* Control and account for Gift aid claims.
* Provide financial and accounting services support to Head office, Institute and Fostering operations (including payroll reconciliation, postings and head office petty cash reconciliation, sales invoice production)
* Provide accounting support on the major development projects
* To ensure depreciation charge is correct and the fixed asset register maintained
* Maintain accounting records for pension scheme
* Process (on Sage) Coutts main account transactions e.g. DDs. and reconcile the account
* Ensure suitable data maintained in respect of children’s accounts.
* Undertake any other duty as directed by the Finance Manager
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| 4. | Financial regulatory* Ensure compliance with Data Protection legislation
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**FINANCE ASSISTANT**

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Education and Qualifications** | 1. Part qualified in AAT
 | 1. Qualified in AAT.
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| **Experience** | 1. Proficient in Sage50 accounting software
2. Three to five years’ experience of bookkeeping in an organisation of around £5m-£10m
 | 1. Experience of the charity sector
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| **Knowledge** | 1. A good knowledge of financial controls
2. A good understanding of the charity sector
 | 1. Knowledge of the childcare sector
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| **Skills and Abilities** | 1. Track record in managing ledgers, online banking and credit management.
2. Ability to prepare effectively and meet deadlines.
3. Professional approach, independence and self-reliance, anticipating developments and environmental changes. Appetite for hands-on work.
 | 1. Ability to use IT to make efficiencies and drive improvement.
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| **Other** | 1. Embrace the values of the charity and promote the vision and mission to internal and external stakeholders.
2. Ability to influence and command confidence.
3. Ability to actively build constructive and open relationships with networks of colleagues and regulators.
 | 1. Ability to present to a wide range of audiences, integrating the issue of financial control with effective therapeutic childcare.
2. Ability to produce clear written reports expressing judgements cogently in writing.
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**Further information**

This section is for guidance only and is subject to change without notice. It provides information about some of the important terms of employment you may want to consider as well as the benefits package we typically offer.

Hours of work

This is a part-time role, 14 hours per week over 2 days.

Holidays

The post attracts 25 days (pro rata) plus 8 bank holidays in a holiday year (April to March).

Pensions

You will be automatically enrolled in to the Childhood First Group Personal

Pension Scheme pension at the minimum employee contribution as set by legislation or scheme rules (whichever is the higher) when you meet the criteria set by pension legalisation.

You may increase your pension contribution to any percentage you choose. The organisation will match your contributions to a maximum of 6%.

Help with health costs

We provide a ‘health cash back scheme’ via an insurance provider. If you occur every day medical costs such as dentist check-ups, eye checks, phyiso you can submit receipts to the provider and get some money back. The scheme offers around £50 a year for each of the medical cost types.

Life assurance

We provide a life assurance scheme that provides 3 times your salary should you die to the person/s you nominate.

**Safeguarding Children: Information for employment candidates Safeguarding and Promoting Welfare**

Childhood First is committed at every level to safeguarding and promoting children’s welfare. We take seriously our duty to protect every child from abuse and maltreatment and to prevent impairment of children’s health or development.

The safeguarding and welfare of the children is considered within the context of their relationships with others and from within a culture of listening to, and engaging in dialogue with children and seeking their views about all aspects of their lives and their care

Child Protection is a part of safeguarding and promoting welfare. We understand it as the activity undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm. Children who receive a service from Childhood First have suffered significant harm or have been at risk of doing so and remain vulnerable especially as children who live away from home.

**Working together to Safeguard Children 2018**

All Childhood First policies are written in accordance with the relevant key legislation. The child protection policy is written with particular reference to Working Together to Safeguard Children 2018. This consists of statutory guidance (part 1) and non-statutory guidance (part 2) and all Directors in the organisation are aware of the importance of this document and guided to use it with their staff teams.

**Accountability**

Childhood First has a clear line of accountability in each of its services up to the Director/Registered Manager of the service. Each Director is line managed by the Chief Executive (also the Responsible Individual for the organisation). The Executive is accountable to the Board of Trustees.

Every member of the organisation has a duty to report Child Protection concerns to their line manager or somebody higher. Immediate steps must be taken to prevent the child from harm or further harm. These should be agreed with the most senior person available. It is the responsibility of the Registered Manager or Responsible Person (or their deputies) to instigate a Child Protection investigation where necessary and to ensure that all the necessary people are informed. This will include the child’s social worker and parents; the police if necessary; the Local safeguarding Children Board (of the appropriate area) where the alleged abuser works with children.

The ongoing systems of training, supervision, and consultancy, in group forums and individual sessions, work together to ensure that all employees of Childhood First are clear about their responsibility to work together to safeguard children. These systems ensure that all remain aware of policy and practice areas which impact on our joint ability to safeguard children.

All staff are reminded that they must remain alert to the potential indicators of abuse or neglect and to the risks that individual abusers, or potential abusers, may pose to children.

**Inter-agency working**

Childhood First is committed to working in partnership with local authorities and other agencies to prevent and protect children from abuse. Good inter-agency co-operation and communication are the essential bases for carrying out child care and child protection. We co-operate with all statutory and other professional agencies in the spirit of protecting children.

Child Protection procedures in each place of work are consistent with local policies and agreed with the Local Safeguarding Children Board. The Registered Manager of each facility will ensure that all staff have access to these procedures and are provided with regular Child Protection training commensurate with their role. All induction training includes Child Protection.

Events and Notifications under Schedule 5 of Children’s Homes Regulations are sent to the required authorities as well as to the Chief Executive and (Responsible Person).

All concerns of a Child Protection nature will be referred by the Registered Manager/Director to the Local Authority Children’s Social care team.

**Local Children’s Safeguarding Boards**

Local Children’s Safeguarding Boards are the key statutory mechanisms for ensuring safeguarding and protection of children. Their roles include agreeing how relevant organisations (like Local Authorities, providers of residential care like ours) will co-operate to do this and ensuring effectiveness including training and increasing understanding of Safeguarding issues. It is their job to ensure that children and adults know who to contact if they have a concern that a child is being harmed. They are particular concerned with children who are vulnerable to abuse in the ways the children we work with are.

**Recruitment and HR procedures**

Childhood First has comprehensive recruitment and selection procedures; supervision and appraisal, disciplinary and whistleblowing procedures which must be complied with at all times.

**Training**

All staff members undertake appropriate Child Protection training starting at basic induction, and including refresher training at regular intervals.

**Recruitment of ex-offenders**

1. As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants’ suitability for working with vulnerable children, Childhood First complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. This written policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.
4. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
5. Because of the nature of our work Enhanced Disclosure is required for most positions. For ancillary posts at residential children’s homes Standard Disclosure is required. All application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of an individual being offered the position.
6. Where a Disclosure is to form part of the recruitment process, all applicants called for interview will be asked to provide details of their criminal record. We request that this information is sent under separate, confidential cover, to a designated person within the Foundation, and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
7. We will only request information about ‘spent’ convictions from applicants for posts covered by the Rehabilitation of Offenders Act (Exemptions Order 1975).
8. We ensure that everyone who is involved in the selection process has been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
9. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
10. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.