

# Job Advertisement

## Finance Assistant

**Hours: 16 Hours p/w**

**Salary: Circa £23,500 pro rata**

**Duration: Permanent**

**Base: The role will be based in our Northampton office but there is an opportunity to work some time from home and we offer flexible working hours.**

### About the role

We are looking to appoint an enthusiastic, conscientious and self-motivated individual to support our finance, volunteering and charity management work. The successful candidate will play an important role to ensure the ongoing success of the charity's operations, providing administrative and clerical assistance to the Finance Manager, working to deadlines, policies and procedures as set out in the Staff Handbook.

This is an exciting opportunity to be a part of a charity that is a member of a national brand, is delivering a great service to clients and cares about employees. Become a part of a team that puts quality and clients at the forefront.

### About you

Central and East Northamptonshire Citizens Advice(CENCA) are seeking to recruit an enthusiastic and experienced Finance Assistant, who will be flexible with their approach to work, target driven, able to work well under pressure while maintaining high quality and standards in all aspects of their work. A positive manner in addition to good organisation and time management skills is important. The ideal person must have excellent communication skills.

The candidate must be willing to work as part of a team, and be able to use their own initiative to work independently.

## About us

CENCA has a vision for a fair society for all, with lives well lived. A key aspect of this is for people to be able to improve their lives because they know and understand their rights and responsibilities. We deliver Citizens Advice services to over 8,000 people a year in Northants, via 10 projects and services and we are on target to deliver £6million of income gains for our clients in 2020/2021.

At CENCA, we expect our staff to stand up for equalities, communicate for impact and strive to make a personal difference.

### Benefits

- 25 day's annual leave (plus bank holidays) pro rata
- Enhanced sickness benefit after one-years' service
- Flexible working hours to the requirement of the role
- Comprehensive training and Ongoing Development
- Free parking for agreed roles

## How to apply

Send your application and diversity monitoring form to [recruitment@cencab.org.uk](mailto:recruitment@cencab.org.uk)

Please note, CVs will not be accepted.

**Closing date: Friday 30th November 2021**



## **Finance Assistant**

### Job pack

Thanks for your interest in working at Central and East Northamptonshire Citizens Advice. This job pack should give you everything you need to know to apply for this role and what it means to work at Citizens Advice.

In this pack you'll find:

- Our values
- 3 things you should know about us
- Overview of Citizens Advice and Central and East Northamptonshire Citizens Advice
- The role profile and personal specification
- Terms and conditions
- What we give our staff



## Our values

**We're inventive.** We're not afraid of trying new things and learn by getting things wrong. We question every idea to make it better and we change when things aren't working.

**We're generous.** We work together, sharing knowledge and experience to solve problems. We tell it like it is and respect everyone.

**We're responsible.** We do what we say we'll do and keep our promises. We remember that we work for a charity and use our resources effectively.



## 3 things you should know about us

**1. We're local and we're national.** We have 6 national offices and offer direct support to people in around 300 independent local Citizens Advice services across England and Wales.

**2. We're here for everyone.** Our advice helps people solve problems and our advocacy helps fix problems in society. Whatever the problem, we won't turn people away.

**3. We're listened to - and we make a difference.** Our trusted brand and the quality of our research mean we make a real impact on behalf of the people who rely on us.

## How Central and East Northamptonshire Citizens Advice (CENCA) works

**We help and provide advice for residents of Northampton, Wellingborough and East Northamptonshire.**

**We offer a multi-channel service with face to face, telephone and online facilities via web chat to allow clients to access the support in the way that is right for them.**

### **We help people find a way forward**

We can all face problems that seem complicated or intimidating. At Citizens Advice Central and East Northamptonshire, we believe no one should have to face these problems without good quality, independent advice.

### **We give advice to thousands of people every year**

When we say we're for everyone, we mean it. People rely on us because we're independent and totally impartial.

Last year, Citizens Advice Central and East Northamptonshire helped 7,953 people on 23,791 issues. We gained over 6 million pounds of income for the area in 2020-21 by providing advice.

Our clients discuss Benefits, Debt, Housing, Money and Employment issues with us throughout the year.

We also give advice on consumer rights on our [consumer helpline](#), support witnesses in courts through the [Witness Service](#) and give [pension guidance](#) to people aged over 50 [if applicable].

Please see [www.cencab.org.uk](http://www.cencab.org.uk) for further information about us.

### **We make a difference**



**Overview of Citizens Advice**

The Citizens Advice service is made up of Citizens Advice - the national charity - and a network of around 300 local Citizens Advice members.

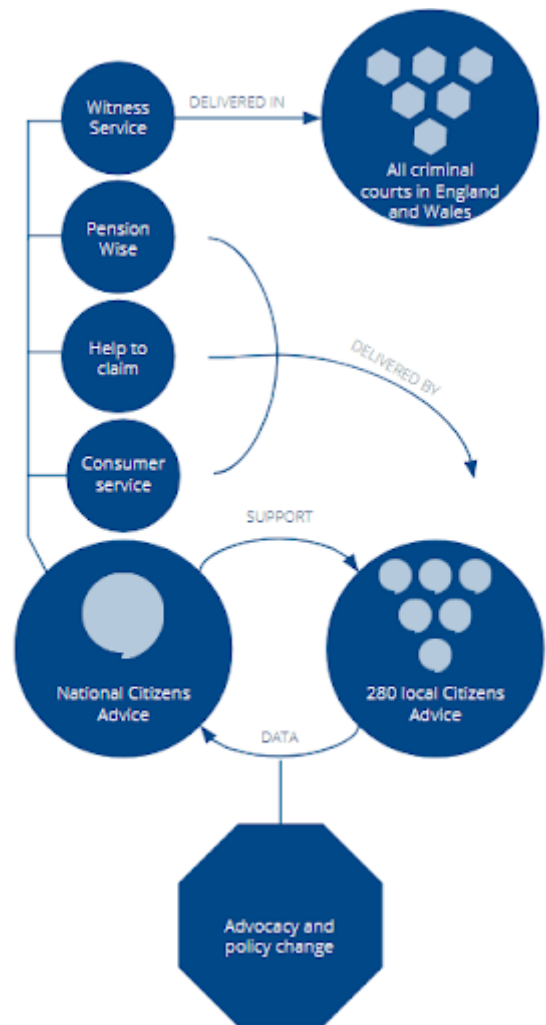
This role sits within our network of independent charities, delivering services from

- over 600 local Citizens Advice outlets
- over 1,800 community centres, GPs' surgeries and prisons

They do this with:

- 6,500 local staff
- over 23,000 trained volunteers

Our reach means 99% of people in England and Wales can access a local Citizens Advice within a 30 minute drive of where they live.





## The role

### Finance Assistant

#### Job Description

##### Purpose of the role

The Finance Assistant is responsible for assisting the Head of Business Support and the Finance Manager with all aspects of the development and effective operation of the finance function within CENCA, maintaining accurate financial records and carry out financial procedures.

**Reports to:** Finance Manager

##### Specific responsibilities are as follows:

##### Correspondence, reports and other documents

- Word process letters, documents and reports as required
- Maintain statistics and collate and produce to a prescribed format
- Produce information from spreadsheets and databases

##### Administration

- Create and maintain filing systems in accordance with systems and procedures

##### Finance

- Make authorised payments to employees and other creditors
- Reconcile petty cash and prepare statements
- Record and bank payments coming into the organisation
- Make and record payments going out of the organisation
- Reconcile bank accounts
- Prepare payroll data for outsource payroll provider
- Use Quickbooks to record transactions, assist with uploading the budget and create reports
- Support the Finance Manager to prepare quarterly returns and management accounts
- With the Finance Manager and Treasurer, prepare year end accounts and



audit

### **Other duties and responsibilities**

- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues

### **Person specification**

1. Ability to commit to and work within the aims, principles and policies of the Citizens Advice service
2. Ability to work accurately and monitor and maintain own standards
3. Ability to plan and organise own work to meet deadlines under pressure
4. Ability to work on own initiative and as part of a team
5. Good verbal communication skills, including the ability to deal appropriately with a range of people both face-to-face and by telephone
6. Ability to use IT packages, including word processing / spreadsheet / database packages and the ability to use email
7. Ability to research, analyse and interpret information
8. Numeracy skills and the ability to work within established financial systems

### **Terms and conditions**

- **25 day's annual leave, pro rata (plus bank holidays) pro rata**
- **Auto Enrol Pension Scheme**
- **Enhanced sickness benefit after one-years' service**
- **Flexible working hours to the requirement of the role**



## What we give our staff

- **Comprehensive training**
- **Access to quality training materials**
- **Ongoing Development**
- **Annual Appraisals**
- **Regular reviews with line management**
- **Free parking for agreed roles**