

**Finance & Admin Assistant**

**Application Pack**

**Closing Date: Tuesday 23rd April 2019**

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**Finance & Admin Assistant**

**Contract:** Initially 12 month fixed term contract with potential to extend

**Hours:** 37 hours per week

**Salary:** £18,013 to £19,909

An exciting opportunity has arisen to join our small finance team as Finance Assistant. The role is ideal for newly qualified or individuals working or wanting to work towards an AAT qualification. The role will involve you assisting and maintaining all financial activities for all aspects of the Charity.

Experience of maintaining computerised records, executing sales / purchase ledgers, handling cash and the ability to use Microsoft Office is preferred but an understanding of basic accounting processes would be essential.

You will need to be able to demonstrate excellent time management skills and a flexible approach to your work especially in times of change.

If you are looking for a chance to develop within a finance role this could be the ideal opportunity for you.

Full details about the role including the person specification and application form can be downloaded from our website [www.actionhomeless.org.uk](http://www.actionhomeless.org.uk) or alternatively please call 0116 2211851

To apply please complete and return the application form to aaliyahlawrenece-browne@actionhomeless.org.uk

**Closing date: Tuesday 23rd April 2019**

**Assessment & Interviews: 1st or 2nd May 2019**

**ABOUT ACTION HOMELESS**

Action Homeless provides a range of services for homeless people and people who are worried about homelessness in Leicester and Leicestershire. These include information, advice and accommodation services. We also work within the community to try to prevent homelessness from occurring in the first place. Our services aim to give people the confidence and skills they need to achieve and maintain independent living and to make a great contribution to the local community.

We believe that, wherever possible, it is much better to prevent homelessness from occurring before people reach a crisis in their lives. Preventing homelessness is a key focus for Action Homeless and an area, which we will be developing over the next five years. We launched a ‘No Second Night Out’ in Leicester which is a partnership project, that aims to ensure that anyone rough sleeping in Leicester is linked with accommodation and support services as quickly and efficiently as possible.

Unfortunately, there are cases where people do reach crisis point and find that they do not have a safe place to stay. In these situations, we are here to help and work with Leicester City Council to provide emergency accommodation to vulnerable adults who need it. In addition, our Accommodation Assist project offers high quality temporary housing to people who are homeless or threatened with homelessness and need a safe place to live whilst identifying more stable and permanent housing. Our accommodation across Leicester varies to include large supported housing projects, small-shared houses, bedsits and self-contained flats.

Action Homeless successfully brought back into use 20 empty properties through funding secured from DCLG. The project renovated empty properties, transforming them into affordable accommodation for people leaving homelessness services. In line with our strategic priorities, Action Homeless plans to continue with this work and provide an affordable solution to homelessness.

During 2016, we were successful in obtaining £140,000 from Nationwide Foundation, which helped us to purchase and renovate a further 3 properties. This also meant we were able to create 17 more units of affordable housing accommodation.

We believe that putting a roof over someone’s head is only the first step to helping them to regain their independence and therefore we provide access to an extensive support programme, which includes:

Engage – a purpose built support centre which acts as the base for a varied events and activities programme that promotes skills development and independence.

Action Trust – a social enterprise that offers work placements, training and employment opportunities to ex-offenders and people with experience of homelessness.

Moneywise – a project that seeks to improve individual’s financial confidence through a programme of group workshops and one-to-one training and education.

More information about Action Homeless and what we do can be found on our website at [www.actionhomeless.org.uk](http://www.actionhomeless.org.uk)

**Job Description**

**1. Post**

|  |  |  |  |
| --- | --- | --- | --- |
| Post: | Finance Assistant / Admin Assistant – initially 12 month contract | | |
| Department: | Central Services | | |
| Responsible to: | Lead Finance Officer | | |
| Hours | 37 Hours per week | Salary: | Point 6 – 10 £18,013 to £19,909 April 19 |

**2. Job Purpose**

To maintain accurate financial records and produce financial information to the required deadlines. To participate in providing administration support for the organisation.

**3. Accountabilities / Responsibilities**

1. To ensure accurate and up to date financial records are maintained.
2. To provide financial support to the wider staff team.
3. To ensure the Lead Finance Officer is informed of any discrepancies that may arise.
4. To ensure all month end paperwork is collated ready for input/processing.
5. To ensure the Central Services team has adequate administration support.

**4. Major Tasks**

1. Day to day financial duties for Action Homeless.
2. Support and assistance to Central Services.
3. Miscellaneous duties as required.

**5. Job Activities**

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| --- |
| **Duties / Responsibilities - Action Homeless** |
| 1. **Finance**    1. Inputs and processes financial information (i.e. Invoices, journals, receipts and payments), completing routine financial transactions using Sage accounting system in accordance with the organisations policies and procedures.    2. Respond to routine financial enquiries received both internally and externally (i.e. Suppliers) and investigate queries as required.    3. Prepare and issue the weekly bed registers, ensuring that all completed registers are received, process and input to the sales ledger.    4. Undertakes checks on cash and rent accounts held to ensure that controls are maintained. Bank cash as required and completes bank statement and petty cash reconciliations.    5. Maintain the purchase ledger and draw up statements ready for Bacs payment.    6. Check Housing Benefit notifications and make adjustments where necessary. Liaise with the supported housing scheme staff regarding any changes to rates etc. Take appropriate action on any incorrect payments of Housing Benefit received.    7. Ensure all new residents are in receipt of Housing Benefit and alert the relevant member of staff to any missing notices.    8. Checking bank paying in slips and posts them to the ledger.    9. Preparing Housing Benefit Payment Schedules ready for entering onto Sage and emailing them to the relevant staff.    10. Assist in the preparation of the annual budgets and revisions to budgets as directed by the Lead Finance Officer and Director of Finance.    11. Assists with the organisations payroll.    12. Ensure that all financial controls and procedures are effectively implemented and monitored. 2. **Administration**   3.1 Recording and distributing incoming mail.  3.2 Maintain digital and manual filing systems  3.3 To perform administration duties as required.    3.4 To maintain stationary stock levels.  3.5 To assist members of the team with administration duties.  **4. Miscellaneous Duties**   * 1. To contribute to the smooth running of the organisations Finance and Admin functions.   4.2 Perform all other duties as may be required from time to time within the area of given responsibility.   * 1. Ensure compliance with the requirements of the Data protection (Act 1998). |

**Finance & Admin Assistant: Person Specification**

|  |  |  |
| --- | --- | --- |
|  |  | **Criteria**  **Indicated E (Essential) D (Desirable)** |
|  |  |  |
| **Qualification / Education** | **E**  **E** | AAT qualified, working to obtain or willing to undertake.  A minimum of 3 GCSE’s to include Maths and English |
| **Competencies / skills / experiences** | **E**  **D**  **E**  **D**  **E**  **E**  **D**  **E**  **E**  **E** | Maintaining accurate computer based records  Knowledge of Sage accounting software  Working Knowledge of Microsoft applications, in particular Excel and Word  Experience of cash handling  Understanding of basic accounting processes and terminology  Maintaining purchase and sales ledger accounts  IT knowledge, hardware and software  Basic administration skills  Ability to process information and data to strict timeframes  Work to a high degree of accuracy |
| **Personal characteristics** | **E**  **E**  **E**  **E**  **E** | Enjoys working with people  Confident and approachable  Good time management skills  Good organisation and prioritisation skills  Flexible approach with a willingness to learn and adaptable to change |

**HOW TO APPLY**

To apply for the role please complete the full application form, making sure that it clearly demonstrates how you meet the role requirements and send this to aaliyahlawrence-browne@actionhomeless.org.uk Alternatively, you can post your application to Ridgeway House, Little Hill, Newton Lane, Wigston, Leicester, LE18 3SE.

Please call 0116 2211851 to request a pack via post.

If you do not receive a response to your application by 29th April 2019 then unfortunately on this occasion you have not been short-listed.

Please note that CVs and covering letters will not be considered.

**Closing date: Tuesday 23rd April 2019**

**Assessment and interviews to be held: May 1st and 2nd 2019**



