

# Hello!

I am so glad you're considering applying for the Accounts Assistant position at Kids Matter.

We work hard not only for our children, parents and communities, but also to build a brilliant culture at Kids Matter. Our motto is to be 'ambitious yet respectful'. You'll be stretched for sure but well-supported while that happens. We are all about growth, development, learning and having people work out of their sweet spot most of the time. We have a lot of fun along the way!

You will be joining us at such a key time in our journey; we're now nine years old and we're putting in place what we need to begin our next chapter. We know what we are doing and how to do it. Your job will be to help us extend our reach, grow at scale, and equip communities across the country with what they need to see real and lasting transformation.

This job pack includes:

- Details around what the job involves
- What we're looking for in applicants
- Specifics around employment in this role
- An outline of the application process
- An overview of our charity
- What we believe

I look forward to reading why you think you'd be a great fit on our team!

A handwritten signature in blue ink, appearing to read "Eli Gardner".

**Dr Eli Gardner, Clinical Psychologist**  
Co-founder & Chief Executive Officer

A background image showing a laptop screen with a video conference of several people, and a green ceramic mug in the foreground.

# Job Description

## Overall purpose

The purpose of the Accounts Assistant role is to process financial transactions and support the Kids Matter finance function, maintaining accurate and up-to-date records on our accountancy system (Xero), whilst ensuring financial governance requirements are met in line with HMRC and Charity Commission recommendations.

## Key responsibilities

### 1. General financial management

- Process day-to-day finances, ensuring all bank accounts and transactions are reconciled and coded correctly on Xero at month end.
- In line with Kids Matter's financial policies and processes, ensure best practice is carried out, maintaining accurate and transparent records.
- Perform any other duties as required by the Finance Manager and/or Operations Team.

### 2. Income & Fundraising

- Ensure all income is accurately processed and recorded on Xero and our CRM system (Beacon).
- Complete monthly reconciliations between Xero and Beacon records.
- Generate invoices as required, inputting into Xero, and chasing outstanding payments.
- Ensure restricted income is allocated to the correct fund.
- Manage Gift Aid processes, including submitting and recording claims.
- Communicate with the Fundraising Team as required, including notifying of 'donation alerts' when new gifts are received and providing donation receipts.

### 3. Bills & expenses

- Process all bills and expenses, managing the purchase ledger from receipt of invoice to payment.
- Ensure all expenditure is authorised in line with Kids Matter policy.
- Ensure expenditure that relates to restricted income is allocated to the correct fund.
- Follow up and resolve supplier related queries.
- Oversee and manage the expense card system (Volopa), topping up individual cards as required and processing payments in a timely manner.
- Process staff and volunteer expenses and assist with related queries.
- Process credit card transactions and reconcile monthly statements.

### 4. Banking & payment processors

- Set up supplier payments for authorisation.
- Complete monthly bank reconciliations.
- Manage payment processor accounts (e.g. JustGiving, PayPal, GoCardless etc).

## **5. Financial reports & budgets**

- Support the Finance Manager in the planning and production of accurate annual budgets.
- Support the Finance Manager in the creation of the monthly management and department accounts
- Support the Finance Manager with preparing documents required for annual audit.
- Generate ad hoc reports from Xero as requested.

## **6. Wider team involvement**

- Contribute towards staff prayers and, on occasion, lead 'Thought for the Day'.
- Provide additional support to other teams when appropriate.
- Engage with team-wide meetings and trainings.

# Person Specification



Category	Criteria	Assessed by*	E/D
Qualifications	Practical bookkeeping training or experience	A	E
	AAT Level 2 or equivalent	A	D
Experience	Experience posting day-to-day financial transactions accurately	A/I	E
	Experience reconciling bank and other accounts	A/I	
	Experience processing sales invoices, purchase invoices and expenses	A/T	
	Proficiency & previous experience using Xero or similar accountancy software	A/I/T	D
	Proficiency & previous experience using Beacon CRM or similar CRM system	A/I/T	
	Experience of working or volunteering in a charity finance setting	A/I	
	Experience of working in a small finance team	A/I	
Skills/ Abilities	Attention to detail and accuracy	A/T	E
	Excellent numerical and problem-solving skills	A/T	
	Excellent organisation and time management skills, able to follow procedures and work to deadlines	A/T	
	Able to work independently and as part of a team effectively	A/I/T	
	Understanding of data imports/exports & finance software integrations	A/I	
	IT literate with knowledge and proficiency of Microsoft 365 programmes	A/T	
Personal qualities	Willing to give and receive constructive feedback	A/I	E
	Flexible and willing to be involved in a wide range of tasks	I	
	Commitment to ongoing development of own knowledge and skills	A/I	
	Strong personal Christian faith	**	
	Passion for Kids Matter's vision of seeing every child in need raised in a strong family	A/I	

\* Assessment methods: Application form (A), Interview (I), Tasks (T)

\*\* Whilst this is an occupational requirement, the shortlisting process will not involve scoring candidates on their faith.

## Employment Information

**Job title:** Accounts Assistant

**Reporting to:** Finance Manager

**Purpose:** See Job Description

**Location:** Remote (Based in England & Wales with occasional travel required)

**Contract:** Permanent

**Start date:** As soon as possible

**Hours of work:** 14 hours per week

*Monday mornings are compulsory due to a weekly team meeting, otherwise hours can be spread throughout Monday to Friday.*

**Salary:** £24,479 - £25,360 pro rata (£9,792 - £10,144 actual)

**Probation period:** 6 months

**Holiday entitlement:** 25 days (plus bank holidays) per year pro rata, with additional time off between Christmas and New Year's day

**Pension:** Automatic enrolment into a direct contribution pension scheme (4% employer contribution)

### **This post is subject to an Occupational Requirement**

Kids Matter serves and supports clients within the Christian sector, the nature of the work requires that this post holder has an active faith in Jesus under the Equality Act 2010, Part 1, Schedule 9.

### **Equal Opportunities**

We actively support and welcome the integration of people from diverse backgrounds and varied experiences and skillsets to help shape the work and future of Kids Matter. We are particularly keen to receive applications from African and Afro-Caribbean, Asian and other diverse ethnic communities, and those who are neurodivergent and/or living with any kind of disability. If this role excites you, we encourage you to apply even if you don't meet every requirement.

# Application Process



## Stage 1

Complete a copy of our **online application form**.

We also ask for all applicants to submit an **Equal Opportunities Monitoring Form**, which will be sent to you to complete following the submission of your application form. This form will be used for anonymous analysis to ensure our overall recruitment procedures are fair and transparent. It will never be viewed or used as part of the selection process. It is optional to submit this form.

Deadline: **4pm on Monday 25th May**

All successful and unsuccessful applicants will be notified via email by 5pm on Thursday 28th May.

## Stage 2

Successful applicants will be invited to an initial 45-minute online interview, which will take place **on the 1st or 2nd June** (with flexible timing into the evenings).

To ensure candidates can perform to the best of their ability, interview questions will be sent in advance of the interview date. Candidates will also be sent a short task to complete before attending their interview.

## Stage 3

Following initial interviews, 2-3 selected candidates will be invited to attend a second online interview, **on the 8th or 9th June**. The interview will be 1 hour long and include 1-2 tasks.

The successful candidate and unsuccessful candidates will be informed of Kids Matter's final decision by 5pm on Friday 12th June.

If you would like any application and interview support or you need any reasonable adjustments throughout the application process or if you would like an informal phone call to ask questions or discuss the role, please contact **Katie Washington (HR & Systems Manager) on [recruitment@kidsmatter.org.uk](mailto:recruitment@kidsmatter.org.uk)**.

Kids Matter will treat your application as private and confidential. Unsuccessful applications will be securely destroyed after one year.





## About Kids Matter

More than 4 million children are being raised in poverty in the UK and the stress poverty places on them (and their parents) can result in long-term emotional and social problems. We therefore exist to help strengthen families and interrupt that negative trajectory.

Research has shown that the most effective early intervention to help children is group-based parenting programmes. For children to thrive, it is important for mums, dads and carers to increase their own wellbeing and confidence in their parenting skills. Whilst all parents need support, our effective and accessible programmes have been written for families facing disadvantages.

We partner with local churches and their community networks across the whole country to run our evidence-informed programmes in communities and in prisons, equipping mums, dads and carers with the tools (confidence, competence and community) they need to build strong relationships and strong families. Not only will this have a positive impact on child wellbeing and future outcomes, but it will also reduce the social and financial costs of family breakdown.

### Our impact

Since launching in 2017, we have impacted **nearly 6,000 children** through our parenting programmes, equipping their parents (over 2,000 of them) with the skills needed to build a strong family. We have an ambitious vision to reach many more in the coming years.

[Read our most recent Impact Report here.](#)

### Our team

We have a wonderful team of brilliant people committed to transforming society, one family at a time, and a group of top-notch trustees who support us every step of the way.

[Find out more about them here.](#)

*'It's worth doing, I would do it 20 times over and still learn something new in the twentieth session.'*

Tash, mum



At Kids Matter, we strive to have a culture where giving and receiving feedback from anyone in the team is a common occurrence. We place high value on getting to know one another to create a foundation of trust from which we can challenge directly. Teams regularly have 360 feedback sessions and managers are encouraged to regularly ask for feedback from their direct reports.

We don't always get it right, but our aim is to operate from a place of 'Radical Candor'.

**Our culture values are:**

- Faithful** We put our faith in God and we are fiercely loyal to our mission and vision.
- Respectful** We draw alongside others and genuinely listen, affirming the dignity of everyone we encounter.
- Excellence** We go above and beyond to provide the best quality in all we do.
- Positive** We choose to be grateful, to be hopeful, and to see possibility in everyone.
- Ambitious** We push for all to achieve their full potential so that together we can fulfil our vision of every child in need being raised in a strong family.



# Statement of Faith



## Nicene Creed

We believe in one God,  
The Creator of all things,  
Who holds the universe in love and wisdom.

We believe in Jesus Christ,  
God's only Son, who is fully divine and fully human.

He was born to bring light into the world,  
Lived among us, teaching truth and grace.  
For our sake, He suffered, was crucified, and died.

On the third day, He rose again,  
Defeating death and offering us new life.

He ascended into heaven and reigns with the Father,  
And He will come again to restore all things.

Amen.

