

A woman with long braids in an orange sweater and a man in a striped shirt are smiling and gesturing towards each other. In the background, a large graphic of a pyramid is shown, with a smaller, semi-transparent version of the same pyramid overlaid on top of it. The overall scene is bright and professional.

**Frontline**

**Assistant Accountant  
Finance**

**JOB PACK**

If you would prefer this read aloud, guidance is available [here](#).

# OUR MISSION

Almost 700,000 children in England rely on the support of social workers each year. These children need and deserve the support of life-changing social work professionals who can empower them to achieve their full potential and help to break the cycle of trauma and disadvantage.

Frontline is England's largest children's social work charity. We're committed to ensuring a safe and stable home for all children so they can reach their full potential - no matter their social or family circumstance. Our mission is to create social change for children who do not have a safe or stable home, by developing excellent social work practice, leadership and innovation. We are creating social change by building a movement of leaders in social work and broader society as part of our Fellowship. We have ambitious aims to grow this community to 5,000 impactful fellows by 2025, and with it our fellows' ability to effect system changes that will improve the life chances of vulnerable children.

We are looking for enthusiastic individuals from a diverse range of backgrounds to join our organisation and contribute to our work to create lasting social change for children and families. At Frontline we do this while striving to achieve a culture of freedom and responsibility, and working to become a truly anti-racist organisation. Read on to find out more about our culture and what we are looking for in this role.



# FREEDOM AND RESPONSIBILITY: OUR CULTURE

To achieve our best work as a charity, we need to both let go of control and expect much more of one another. If we can manage this feat, you will be surrounded by a team who can solve problems, speak with candour, communicate expectations and give one another the space and support to achieve fantastic results for children and families. This is what we call a culture of freedom and responsibility.

How do we make it happen? Freedom without responsibility results in chaos – confusion, frustration, a lack of accountability. Responsibility without freedom breeds a rigid focus on following rules and process, even when professional judgement and creativity would produce better results. It can result in people doing things right without doing the right thing. Because of this, we need to have huge levels of both freedom and responsibility. The most important word is not freedom, nor responsibility, but **and**.



# DIVERSITY AND INCLUSION

Frontline is an employer that takes equal opportunity seriously and seeks to walk the talk.

We believe that the strongest performing teams have a lot of difference in them. Our employees come from a range of backgrounds and with various expertise. We are committed to anti-discriminatory practice and are actively seeking to bring people with different lived experiences into the organisation. According to our most recent demographic survey, 26% of our employees are from ethnic minority backgrounds, 17% are disabled and 20% identify as LGBTQ+.

We are committed to becoming an actively anti-racist organisation. For us at Frontline, that means proactively tackling systems and structures that perpetuate and embed racism in our society. We published a racial diversity and inclusion plan in June 2020 and have been working to deliver this since that time, which you can read more about on our website [here](#).

We have a diversity and inclusion working group that includes employees from across all teams and levels including the people team and our senior leadership team. The group leads on recommendations for improvements in this area and implements initiatives to achieve equality for all.

We are committed to taking an inclusive approach to recruitment. We use a system called Pinpoint, which helps to remove bias from the selection process by anonymising applications. We ensure all of our employees have the relevant knowledge to support these aims. We design and deliver regular workshops and training around diversity, inclusion and belonging. We are proud to have won the ENEI Best Smaller Employer Award 2020.

If you're interested in hearing more about diversity and inclusion at Frontline, please feel free to contact [people@thefrontline.org.uk](mailto:people@thefrontline.org.uk).



# OUR BENEFITS

We know that working here is more than just a job title. Our benefits are a way of recognising employees for the important work they all do.



## Community

- Employee Resource Groups (incl. LGBTQ+ Affinity Group, Black Affinity Group, family network)
- Organisational away day once a year
- Regular social activities – virtual and in-person
- Social work roles can join the Frontline Fellowship after one year of service



## Family

- Enhanced Occupational Maternity, Adoption, and Shared Parental leave policies
- Partner leave
- Foster and kinship care policy – support and time off for training (up to 5 days)
- Time off for fertility treatment/IVF appointments



## Flexible working

- Home-working around the needs of your role
- Flexibility around our core hours (10am-4pm)
- Mission aligned volunteering time (up to 3 days)



## Learning and development

- CPD – Professional qualifications and apprenticeships
- Tailored, in-house workshops
- Coaching with qualified, professional coach



## Holidays

- 25 days annual leave, plus bank holidays and office closure from 25 December to 1 January
- Holiday entitlement increases by one day every year after two years' service (up to max. 30 days)
- Buy up to five days annual leave a year



## Health and well-being

- Employee Support Service – 24/7 confidential advice line and counselling
- Occupational Health support – assessments and counselling
- Life Assurance Scheme – death in service benefit of x3 annual salary
- Free eye test and flu vaccine
- Employee-led Wellbeing Action Group
- Sabbatical after 3 years' service (up to 6 months)



## Pay, pension and loans

- Transparent salary structure
- Up to 8% employer pension contribution
- Interest-free bike and season ticket loan
- Interest-free deposit loan for renting or buying a new home

# THE ROLE

**Reports to:**  
Finance Manager

**Salary:**  
£35,944.42 (inclusive of London weighting) plus study support and competitive pension.

**Contract:**  
**Full Time, Permanent.**  
We will consider flexible working arrangements with a minimum of 0.8 FTE

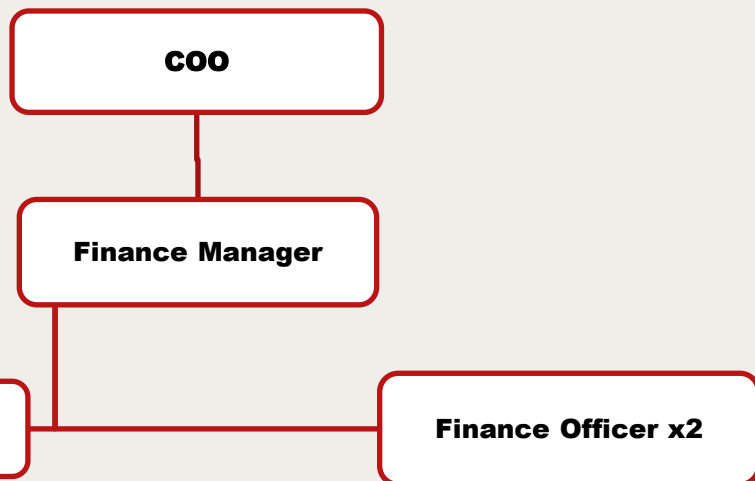
**Location:** Flexible, however travel expected to our central London office at least once per week and for induction.

**The team you will be working in:**

**Closing date:**  
**9am, Monday 16 September 2024**

**Interviews:**  
**1<sup>st</sup> Round Interview:** Monday 23 September 2024 (online interview via Microsoft Teams)

**2<sup>nd</sup> Round Interview:** Monday 30th September 2024 (In-person, Coram Campus, 41 Brunswick Square, London, WC1N 1AZ)



# THE ROLE

## Job description:

This role is responsible for proactively supporting the Finance Manager in the effective management of Frontline's finance function. It involves the achievement of finance best practices within the day-to-day finance operations that will foster a high-performance culture, empowerment, quality, productivity, and compliance within Frontline.

## Key responsibilities:

- Producing monthly management accounts spreadsheets, assist in accounts variance analysis
- Supporting budget holders in a variety of ways including managing budgets, annual budget setting, preparing reports for funders and external bodies
- Processing journals (accruals, prepayments, accrued and deferred income) and run reports within the accounting system
- Maintaining the nominal ledger and Fixed Assets Register
- Assisting in the preparation of cashflow forecasts, funding application and the annual statutory accounts.
- Undertaking balance sheet reconciliations
- Supporting the maintenance and/or development of financial procedures
- Supporting, when necessary, in the training & development of other members of Finance team and budget holders
- Ensuring invoice information is recorded accurately in the system.
- Monitoring the progress of invoices through the system; resolving issues as they arise.
- Responding to queries and working with suppliers regarding payments and other issues.
- Doing the weekly payment run as required.
- Delivering finance inductions to new starters.
- Monitoring and responding to queries in the Finance e-mail inbox.
- To undertake / assist with projects, admin or ad-hoc work as directed by Finance Manager



# THE ROLE

## Person specification:

### Experience and knowledge

- 2 years in relevant experience in Management Accounting or Financial Accounting role (essential).
- Advanced Microsoft office skills (especially Excel) and the ability to use IT to ensure personal effectiveness. (essential)
- Part qualified accountant (ACA / ACCA / CIMA) (desirable).
- Experience of using Xero accounting package (desirable)
- Experience of a similar role within the charity sector (desirable) or a similar sized organisation (desirable).
- Knowledge of charity SORP (desirable).

### Characteristics and skills

- Ability to work efficiently and accurately in a fast-paced environment with multiple priorities.
- Resilient and adaptable to change.
- Strong problem solving and analytical skills.
- Strong written and verbal communication skills with excellent attention to detail.
- Ability to communicate financial information clearly to non-financial managers, and support managers in the process of developing their financial skills.
- Ability to present detailed and complex financial information in a clear, concise and readily understandable way. An eye for detail and a concern for accuracy, together with the ability to keep sight of the big picture.
- Proven ability to develop relationships with and influence senior stakeholders

We believe that diversity makes for a stronger team and want our organisation to better reflect the communities we serve. Therefore, we are actively seeking applicants from racialised minority backgrounds for this role. We are also a disability confident employer and welcome applicants with disabilities. We ensure a diverse shortlist for all our roles when prompted, we encourage you to share this information with us if you feel comfortable to do so.

Please let us know how we can make the recruitment process more accessible for you by emailing [People@thefrontline.org.uk](mailto:People@thefrontline.org.uk).





# THE ROLE

You may not have all of the experience or skills listed in this job pack but don't let that automatically put you off applying. If you have relevant experience and feel you would be a good fit for this role, we'd love to hear from you.

It is important to us that you are aligned with our values and committed to:

- working to deliver our [mission](#) and helping achieve our vision
- working towards our organisational goal of creating 4,000 impactful fellows by 2025
- creating a culture of freedom and responsibility
- actively dismantling discrimination in your role

## Training support:

- As part of this role, we will agree to pay for accounting exams as required and you will be entitled for 2 days study leave per exam.

## Requirements of the role:

- Right to work in the UK

## How to apply:

If this sounds like the right role and organisation for you, please apply by following this [link](#).

## Want to find out more?

Please contact:

Mohammed Rahman, Finance Manager at [mohammed.rahman@thefrontline.org.uk](mailto:mohammed.rahman@thefrontline.org.uk)

