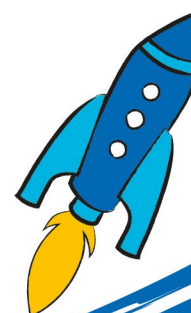


Finance Assistant

Candidate Briefing Pack



Dear Candidate

Thank you for your interest in becoming our new Finance Assistant at The Children's Trust.

The Children's Trust is the UK's leading charity for children with brain injury. We are unique, with an international reputation for the work we undertake to improve the lives of the children and families with whom we work. We provide information and support to thousands of children with brain injury and their families annually, through education, care, therapy and research. We provide expertise and experience in meeting the needs of children and young people with acquired brain injury, neuro-disabilities and complex health needs.

Reporting directly to the Finance Controller, you'll be responsible for supporting the finance function of the charity. The role involves participating in the operational and administrative activities of the finance function, leading to the accurate recording of financial information for accounting purposes.

This is a chance for an outstanding candidate to make a significant and lasting difference to the lives of thousands of children and families.

Kind regards

Zoe Cowan
Head of Finance Operations

The Charity

The Children's Trust is the UK's leading charity for children with brain injury and neurodisability.

The charity provides rehabilitation, medical care, special education, community services and expert information.

Our key services are:

- Rehabilitation for children with Acquired Brain Injury (ABI)
- A non-maintained special school, with associated residential houses for children with complex education, health, therapy and care needs
- Support for children with ABI and their families in the communities across the UK, through our Brain Injury Community Services.
- Online information and support via our publications and braininjuryhub.co.uk

Our residential services based at our national specialist centre in Tadworth, Surrey, work in partnership with the NHS and local authorities to provide a step-down pathway of care between hospital and home. The centre is entirely child and family focused to ensure that their needs are appropriately supported.

In the community, we provide clinical support to complement local services and give children and young people with ABI the best chance of succeeding at home and in school.

We are the only paediatric centre with a national specialised commissioning contract (through NHS England) to provide brain injury rehabilitation for children with severe brain injury. Our other services are funded through local health commissioners (such as clinical commissioning groups), social care and education authorities, together with the millions raised through voluntary fundraising.

Thanks to the generosity of The Children's Trust's supporters, our 24-acre Tadworth site features a modern hydrotherapy pool, accommodation for parents, specially adapted equipment, a nature trail and soft play areas.



We run a non-maintained special school for children with complex education, health, therapy and care needs with associated residential houses. The Children's Trust School supports children and young people from 2 - 19 years old and is dual-registered with the Care Quality Commission (the school residential houses) and Ofsted Education.

The Children's Trust is a charitable organisation with approximately 750 committed staff and over 1,000 volunteers with a range of expertise across nursing and care, education, therapy, operations and centralised support functions such as finance, HR, fundraising and communications. A number of these staff are based off site around the UK in our charity shops.

Job Description

Job Title	Finance Assistant
Reports to	Financial Controller
Direct reports	None
Level	Assistant
Location	Tadworth, Surrey
Salary	£27,810 FTE / £16,686 pro rata per annum
Hours of work	22.5 hours per week worked over 3-5 days
DBS	Enhanced with Children's Barred List

Job Purpose

Reporting to the Financial Controller the Finance Assistant will assist all aspects of the finance function.

This role will include purchase and sales ledger duties, processing expenses, processing credit card transactions, managing purchase orders, cash book entries and general administration duties.

In addition to this, you will support the Finance Team, maintaining an efficient and accurate finance function within The Children's Trust.

Duties and Responsibilities

- Expenses processing and payments
- Credit card processing and reconciliation
- Assisting with the Purchase Ledger Function
- Reconciling supplier statements
- Banking / cashiering
- Assist Fundraising Finance Lead with Fundraising daily banking and processing
- Raising Sales Ledger and Fundraising invoices
- Monitoring the accounts inbox and supporting suppliers with any queries
- Responding to queries and requests from other staff members within the organisation
- Cash book postings onto finance system
- Month-end journals and reconciliations
- Manage the paper filing
- General bookkeeping and administrative duties
- Assist in preparing year end accounts and with help deal with auditor queries
- Help cover other areas of the finance team especially during busy periods
- Restrictions will apply on annual leave over year end and audit periods annually

Management of self

- Develop and maintain strong relationships with key internal stakeholders

Professionalism

- Takes action and raises concerns
- Adhere to the policies and procedures of The Children's Trust
- Maintain professional boundaries and professionalism at all times
- Committed to demonstrating the organisations values and behaviours at all times

Health and Safety

- Adheres to all Health and Safety guidelines, principles and regulations to perform your role and comply with The Children's Trust policies and procedures.
- Provide evidence of all vaccinations (or medical exemption) required for the post.
- Adhere to manual handling procedures and complete mandatory manual handling training.
- Promotes the health and safety of others.
- Uses the incident reporting and risk assessment system (IRAR), to identify and report risks and incidents/actions if directed.
- Responsible for identifying and mitigating risk within the work environment.

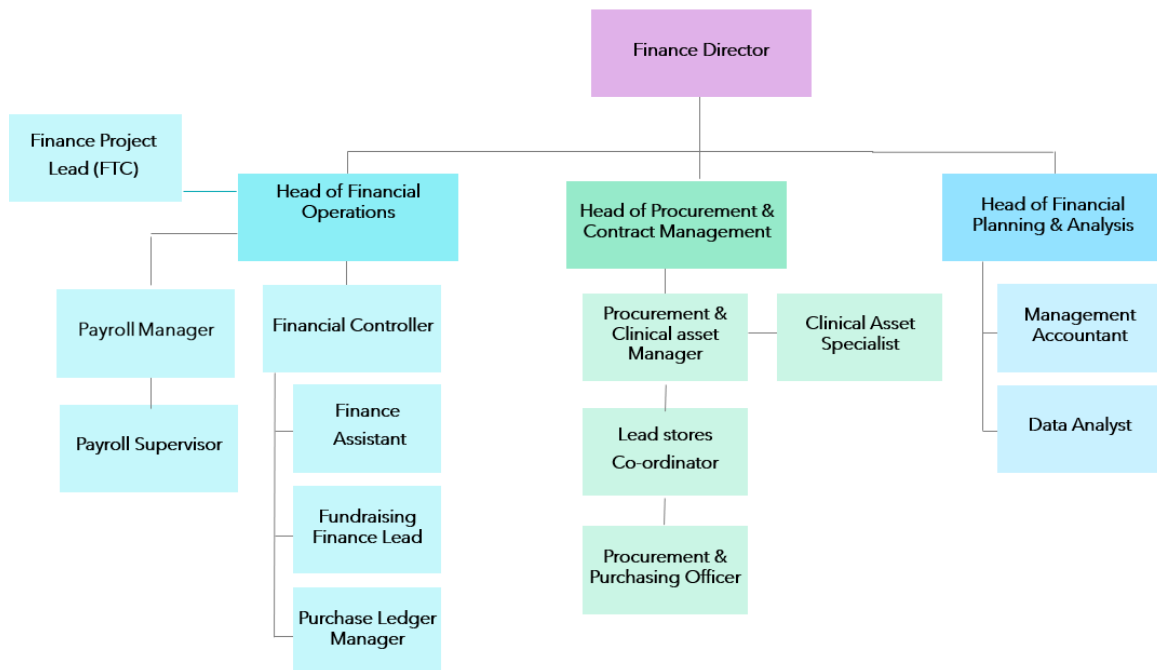
Wellbeing and Emotional Resilience

- Maintains a positive approach and outlook when dealing with change and overcoming challenges and problems.
- Recognises own limitations, develops realistic goals, and uses support network resource when or if necessary.
- Treats challenges and problems as a learning experience.
- Remains organised and focused when under pressure.
- Responds appropriately and effectively to all constructive feedback.
- Motivates self and others.

Person Specification

Selection Criteria:		Essential / Desirable
Education & Qualifications	<ul style="list-style-type: none"> AAT part-qualified 	Desirable
Experience	<ul style="list-style-type: none"> Experience in an office role ideally within accounts Microsoft Office skills Experience of working within a non-profit setting 	Essential Essential Desirable
Skills & Abilities	<ul style="list-style-type: none"> Well organised, prioritising and working within key deadlines in a fast-paced environment. Ability to work thoroughly, methodically with an excellent attention to detail. Work collaboratively with other members of the team as well as key stakeholders across the group. Have the natural ability and enjoy building and maintaining strong working relationships. Excel within a team environment as well being able to work autonomously when required. Proactive in looking for ways to improve processes and have the initiative to put them forward and where possible into practice. 	All essential
Knowledge	<ul style="list-style-type: none"> Intermediate Excel skills Competent writing and reporting skills Previous experience of accounting software packages Actively seek ways to enhance knowledge and improve performance. An understanding of the voluntary sector 	Essential Essential Essential Essential Desirable
Personal Qualities	<ul style="list-style-type: none"> Commitment to the vision and values of The Children's Trust. Flexible and 'can do' attitude to competing commitments in workload. Open minded and respond well to the changing priorities and challenges while remaining calm and focussed on getting the job done. Highly motivated and reliable, thrive off achieving great success and help to build a great place to work. 	All essential

Organisation and Structure



Safeguarding

The Children's Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment.

Many roles at The Children's Trust are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and as such, are subject to an Enhanced DBS check. Successful applicants will be required to complete an Enhanced Disclosure & Barring Service (DBS) check.

The exceptions to this are our retail roles within The Children's Trust shops, which are subject to Basic DBS checks.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#).

Equity, Diversity & Inclusion

At The Children's Trust we recognise how important it is to have leadership that reflects the children, young people and families that we support. We also recognise that staff, comprised of a range of skills, backgrounds and experiences will help us to better understand the needs of those we support, and how we can best represent their interests.

We, therefore, particularly welcome applications from disabled people, individuals from diverse ethnic backgrounds and those from other under-represented groups.

The Children's Trust is committed to achieving equity, diversity and inclusion (EDI) across all levels of the organisation. For further information, see : <https://www.thechildrenstrust.org.uk/jobs>

Our Promises

Our Promises capture our strengths and aspirations. They guide the way we act, interact and come together to achieve our goals. The journey we took to reach our Promises has been an important one. A highly collaborative and iterative process that has seen each word shaped by our people – our volunteers, employees, partners, trustees, and suppliers. Perhaps most importantly, at the core of this process are our children, young people, and their families. This journey has given us a critical opportunity to give children and young people a voice. As a result, our Promises have been genuinely enriched by them. That's because how we work and carry out our role is as important as what we do, and that's why as part of The Children's Trust, we all need to live by our five Promises.

