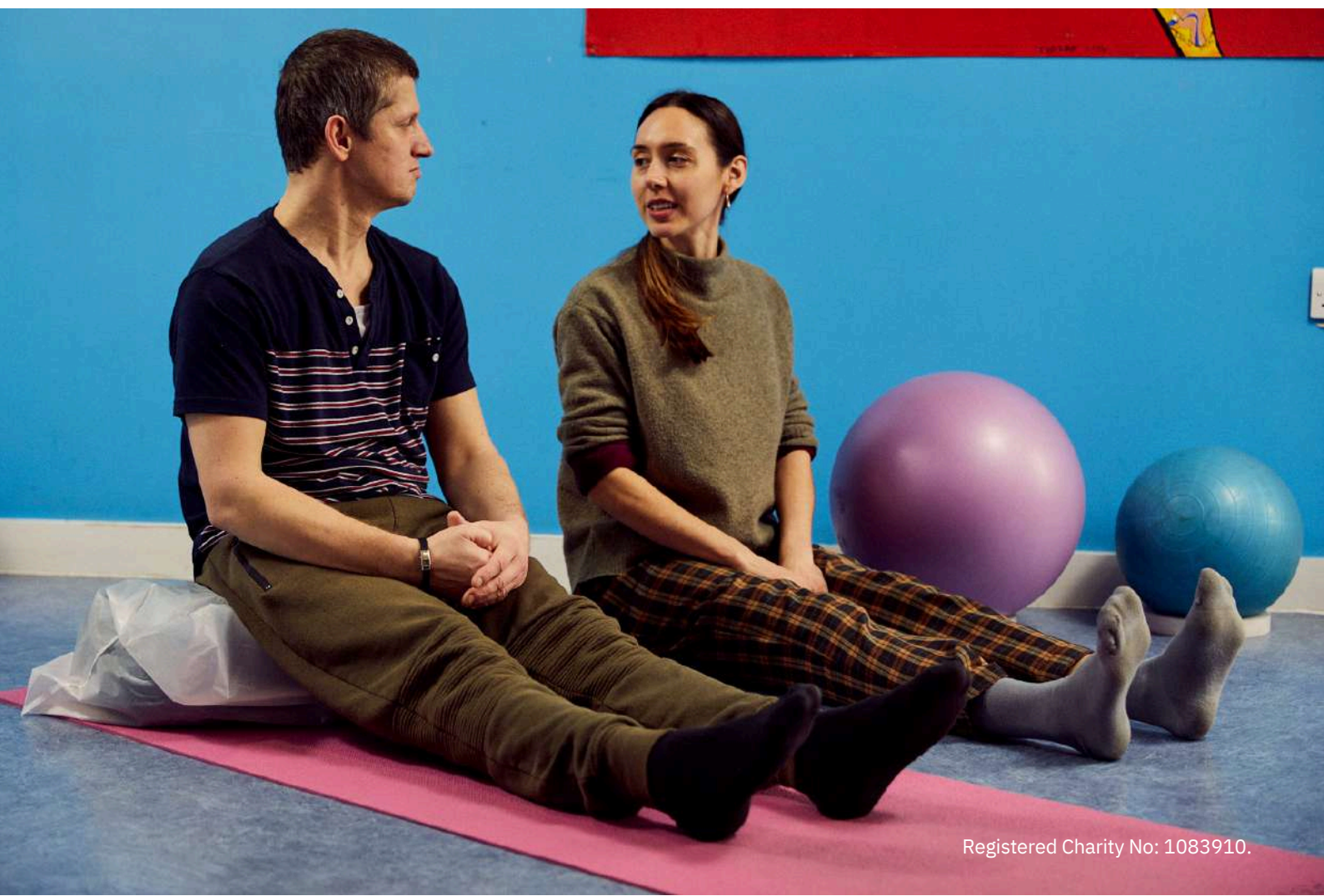


Key Relationships – Internal and External

- Finance Team, Admin Team
- Managers across departments
- Staff at Headway
- Suppliers, debtors, donors and members of the public

Health & Safety/GDPR

- Comply with safe working practices as outlined in Headway East London policies and take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work.
- Report any accidents, incidents or near misses as soon as reasonably practicable.
- Comply with GDPR guidance as outlined in Headway East London policy and report any breaches as soon as reasonably practicable.



General

- Be aware of and adhere to Headway East London policies at all times.
- Take part in progress/performance reviews throughout the year.
- Cooperate with other departments to achieve good outcomes for our members.
- Attend training courses and complete online training modules as required to meet the requirements of the post.
- Take responsibility for own personal development, seeking out opportunities to learn new skills.
- Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role or necessary for the smooth running of the organisation.

Other

- Apply the Headway East London values and behaviours to every aspect of the role at all times.
- Protect and enhance the interests and reputation of Headway East London internally and externally.
- Commit to the organisational principles of:
 - coproduction
 - equity, diversity and inclusion
 - sustainability



Person Specification

Criteria	Essentials
Qualifications and specific training	<ul style="list-style-type: none"> • 5 GCSE passes including Maths • A (part) qualification in an accounting degree is welcome, but not essential, depending on experience.
Experience	<ul style="list-style-type: none"> • Demonstrable experience in light bookkeeping duties • Demonstrable working knowledge of excel spreadsheets including the basic functions.
Knowledge	<ul style="list-style-type: none"> • Knowledge of the charity sector would be an advantage, although not essential
Skills	<ul style="list-style-type: none"> • Developed IT skills including use of Microsoft Office packages and databases, in particular excellent Excel skills • Knowledge of Quickbooks and Beacon would be an advantage although not essential • Developed communication, literacy and numeracy skills, including courteous and correctly spelled written communications • A good and courteous phone manner • Well organised, with experience of working under pressure, prioritising workloads, planning ahead and meeting deadlines • Enjoys liaising with multiple people and departments • Able to work on own initiative without high levels of supervision • Able to learn and adapt quickly
Personal attributes	<ul style="list-style-type: none"> • Commitment to the values, behaviours and principles of the organisation • Demonstrable commitment to working in ways which promote equity, diversity and inclusion • Commitment to continuous personal development • A commitment to team working
Additional requirements	<ul style="list-style-type: none"> • This role demands someone who is flexible, adaptable and reliable

Job Description and Person Specification Agreement:
 the above job description is not exhaustive but an indication of the duties the post holder may undertake and will be subject to review.

To apply

Please send your **Application Form** and voluntary **Equal Opportunities Monitoring Form** to recruitment@headwayeastlondon.org.

The **deadline** to apply is **Monday 22 July, 9am**.

If you would like further information about the role and Headway East London, please contact the Director of Finance Willa Geertsema at willa.geertsema@headwayeastlondon.org or call **020 7749 7790**.

Headway East London is an Equal Opportunities Employer and we are committed to ensuring that all staff are motivated, skilled and rewarded by their work. We welcome applicants regardless of race, religion or belief, colour, national origin, sex, sexual orientation, disability, age and other protected status as required by law.

We promote and protect human rights; they are the foundation of what we do. We want to be an inclusive place where a diverse mix of talented people want to come and contribute their unique strengths and perspectives. We are focused on equality and believe that all the fascinating characteristics that make us different, make us more able to deliver our life-changing work with passion and creativity.

