



# THE COMMUNITY COUNCIL FOR SOMERSET

## Recruitment Pack - Finance Officer

# WHO WE ARE WHAT WE DO

Established in 1926, The Community Council for Somerset (CCS) is a charity working in all corners of the County. We believe everyone in Somerset should be able to live a healthy, independent and safe life and be part of a strong and thriving community.

Our work starts on the ground where our teams act as advocates using their **local expertise** to ensure that each community and its people flourish. Somerset is diverse and vibrant and we recognise that each town and village is unique. We can react to the changing needs of each community by **working in collaboration** to facilitate projects and enterprises that support positive change and **add value** throughout the County.

## OUR MISSION

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To inspire and enable Somerset's people, community organisations and enterprises to take action to build vibrant, visible and resilient communities.

## OUR VISION

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Vibrant, viable and resilient Somerset Communities with healthy, happy people and strong, sustainable enterprises.



Families joined us for the first Interfaith Roadshow run by our Somerset Diverse Communities Team



# MESSAGE FROM THE CEO

CCS is changing and we are in the process of refreshing our strategy and our understanding of what our communities need in Somerset as we look forward to the future. We have grown fast and are now the third largest Community Council in the UK and one of the biggest charities in our county.

We are especially known for our innovative Village Agents service and the work we do within Somerset Diverse Communities. We are so much more and the future will bring opportunities and challenges as the world changes around us.

Our passion is seeing Somerset communities thrive, through support for the most vulnerable, for community development, for diversity and inclusion and for enterprise.

Our staff are what make this happen. We are a diverse and friendly team. We are looking for someone who shares our sense of purpose and passion. We want to benefit from your lived experience and your knowledge and skills. In return, we will support you through induction, training and providing the equipment you need to do the role.

We understand that your wellbeing is important and our flexible working arrangements, and hybrid working model mean that we can help you maintain a good work-life balance.

I really hope you will explore this pack and consider joining us.

*Val Bishop*



A close-up photograph of a person's hand holding a white pencil, poised over a laptop keyboard. The hand is wearing a tan-colored sleeve. The keyboard is silver with black keys. The background is a solid dark blue rectangle.

# FINANCE OFFICER

## At a glance

### SALARY

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£23,880 per annum (FTE), £14,327 - £19,103 (actual)

### HOURS

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21 - 28 hours per week

### LOCATION

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Office based with flexibility to work from home on occasion.

### CONTRACT LENGTH

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1 year contract

### HOLIDAY

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25 days per year plus bank holidays (pro rata)

### REPORTS TO

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HR Manager

# ROLE DESCRIPTION

## Finance Officer



To support other members of the Core Finance, Administration and HR teams in delivering support to the whole organisation, including grant administration and following financial processes.

### KEY TASKS

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- Assist with regular bank reconciliations and financial reporting accurately and in a timely manner.
- Assisting with the processing and administration of grants to clients, including Surviving Winter and Somerset Rural Crisis Funds where required.
- Updating of Quickbooks account including regular reporting.
- Assist in managing the organisation's day-to-day operations and its resources in accordance with CCS policies and procedures, ensuring compliance with legal requirements and good practice in all aspects of the Charity's work.
- Setting up payment runs on online banking.
- Process employee expenses in line with monthly deadlines.
- Raise and process invoices.
- Manage supplier queries.

# KEY TASKS & RESPONSIBILITIES

## CONTINUED

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- Maintaining financial controls and procedures ensuring they are running smoothly.
- Assisting with the administration of and reports to funders, management and Trustees as required.
- Assist other departments with finance related tasks or queries.
- Assist with dealing with incoming post, phone calls and emails, and other ad hoc tasks to support the core team.
- To fulfil other relevant, organisation-wide duties, as required.

## GENERAL

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- To take responsibility for own time management and administration.
- To attend training sessions that are relevant to your role as approved by your line manager.
- To attend regular employee/team meetings.
- To undergo an annual appraisal and regular supervisory sessions.
- To ensure that the Mission, vision, aims and objectives of the organisation as a whole are upheld



Working with our partners across Somerset

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**Thank you very much,  
this is so very helpful,  
and a much better long  
term solution, you do  
such a great job!  
Invaluable in our  
community.**

**Client feedback**

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# ABOUT YOU

## EDUCATION, QUALIFICATIONS AND TRAINING

### ESSENTIAL

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- 5 GCSE's or equivalent, to include English and Maths (A\* - C grade)
- Willingness to undergo further relevant qualifications/training.

### DESIRABLE

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- Relevant Finance qualification
- Evidence of CPD

## KNOWLEDGE, SKILLS AND EXPERIENCE

### ESSENTIAL

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- Excellent skills in standard Microsoft packages including O365, Excel, Word, Sharepoint, Teams, Zoom and OneDrive.
- High quality verbal and written communication skills required to present information in a clear and accessible way.
- Appropriate level of data protection, security awareness and confidentiality awareness.
- Ability to implement effective administration and support systems .

- Able to complete tasks and projects on time and to a high standard, demonstrating a can-do attitude.
- Ability to work to tight deadlines and under pressure.
- Ability to prioritise and manage own workload in addition to supporting the work of the wider team.
- Ability to promote a positive image of the organisation.

### DESIRABLE

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- Experience using Quickbooks.
- Experience within the third sector.

# ABOUT YOU

## PERSONAL QUALITIES

### ESSENTIAL

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- Use of initiative/self-motivated
- Lateral thinker, who can provide creative solutions
- Thorough, with attention to detail
- Positive outlook
- Problem solver, pragmatic and resilient
- Flexible and adaptable
- Willingness to participate in training and acquire new skills
- Work in a team and network with partners

## OTHER

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- Access to a reliable broadband connection
- Full current driving license.
- Access to a reliable car insured for business purposes.
- Suitable home working environment.





# HOW TO APPLY

Thank you for your interest in this role and joining CCS. We will consider part-time / job share applications to any of our vacancies and we welcome enquiries from every part of our community.

If you would like to talk to someone about this role before you apply, please contact our HR Team via [recruitment@somersetccc.org.uk](mailto:recruitment@somersetccc.org.uk)

To apply for this role, you can use our online form that can be found on our website [www.ccslovesomerset.org/vacancies](http://www.ccslovesomerset.org/vacancies)



Our new Refugee Agents have set up numerous  
Welcome Centres around the county



# THE COMMUNITY COUNCIL FOR SOMERSET

## GET IN TOUCH

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[www.ccslovesomerset.org](http://www.ccslovesomerset.org)

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@lovesomerset

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