

Finance Officer Recruitment pack



Nobody left out of learning

About us

Shannon Trust is a charity that transforms lives by supporting people to learn to read and improve other basic skills. We believe nobody should be left out of learning. We operate in all prisons across England, Wales and Northern Ireland. We also work with a number of partner organisations in the community, supporting their service users to learn to read.

Over 50% of people in prison, and 16% in the community, have a literacy level below that of an 11 year old. Many cannot read at all. This means they have reduced access to education, training and rehabilitation programmes which could transform their lives, and give them hope for a better future outside of the criminal justice system

Many of our employees work remotely, with colleagues currently based in all parts of the country, from the North East to the South West and all points in between. We've always supported home working, so you can be assured we know how to make you feel welcome and part of the team. We also have prison-based colleagues who do a fantastic job of growing our programmes in their prisons. We arrange regular in person meetings as well, to help everyone keep in touch.

Our family friendly employee benefits includes flexible working, a generous holiday allowance, Employee Assistance Programme and employee discount scheme.

"I didn't think that at the age of 72 it was going to be worthwhile. I have now been reading for 2 years and enjoying it."
Shannon Trust learner



Our purpose, vision, mission and values

Purpose

We support people in the criminal justice system to learn to read, and improve other basic skills so they can pursue wider opportunities and thrive in the community

Vision

A future where everyone can experience the positive impact of learning

Mission

To connect the power of volunteers, mentors and partners to offer a range of effective, accessible and flexible learning opportunities in prisons and the community

Values

At Shannon Trust, we value:

The individual

We are supportive and non-judgmental – with our learners, mentors, volunteers and each other. By focusing on learners' unique and individual needs, we can grow skills and confidence so they can reach their full potential.

Collaboration

We can't achieve our vision alone, so we are resourceful and collaborative. By working with mentors, volunteers and partner organisations, we can ensure our programmes are widely accessible across the criminal justice system and communities.

Inventiveness

We know reading can be the first step to transforming lives, yet we also recognise wider needs. Ambitious, energetic and creative, we take a learner-led approach to innovation to increase the breadth and impact of our work.

Beliefs






We believe that...

- nobody should be left out of learning
- self-belief is essential to personal growth
- learning can increase confidence, transform lives and reduce reoffending










Looking after our people

At Shannon Trust, we value great people that work hard and have the skills and abilities to make a difference. We know the work we do can be challenging, so we want to recognise and reward our team members for their dedication. Our employee benefits package puts you front and centre, so you feel valued working with us.

Pay and other benefits

 <p>Living Wage employer We are an accredited Living Wage employer.</p>	 <p>Pension scheme We will contribute up to 5% towards your pension, provided you contribute 7%.</p>	 <p>Working from home Employees that are required to work from home will receive an annual tax free allowance.</p>
 <p>Reward Gateway Our employee discount platform is available to all Shannon Trust employees.</p>	 <p>Death in service Should the worst happen, your nominated beneficiaries will receive a payment of 2 x your salary.</p>	

Putting you first

 <p>Generous annual holiday allowance (30 days FTE).</p>	 <p>Flexible working, subject to the requirements of your role.</p>	 <p>We will pay for you to have an annual flu jab.</p>
 <p>We will contribute up to £100 per year to support your mental and physical wellbeing.</p>	 <p>You will have access to a confidential and independent 24/7 helpline with qualified counsellors and advisors.</p>	 <p>We will pay for you to have a standard annual eye test and contribute £50 towards glasses or contact lenses if needed.</p>
 <p>Once you've passed your probationary period, you will get 6 weeks of sick pay at full pay, then 6 weeks at half pay. We also support our staff with up to 5 days of paid compassionate leave, if it's needed.</p>	 <p>In recognition of the importance of volunteering, you can take 2 days per year as paid leave to volunteer for other charities or voluntary groups.</p>	 <p>We support parents and families with enhanced maternity, adoption and paternity leave, which is also available to same sex parents on the same basis.</p>

Find out more about our [employee benefits on our website](#).

Key information

Location: Home based, anywhere in the UK

Reporting to: Director of Business Support

Hours: Part Time - 21 hours/3 days per week (working pattern to be mutually agreed but must include Thursdays and Fridays)

Salary: £16,500 per annum (£27,500 FTE)

Role summary

Shannon Trust's vision is of a future where everyone can experience the positive impact of learning. As the Finance Officer, you play an important role in making this a reality.

Reporting to the Director of Business Support, your role requires attention to detail and the capacity to effectively support the charity with a variety of finance and administrative tasks.

Responsibilities include processing of purchase invoices and expenses, raising of contract invoices, assisting with budgets and forecasts and supporting our Income Generation team with their finance needs. Additionally, you will contribute to various finance projects and strategic initiatives, and assist with general administrative duties in order to ensure the smooth running of the charity.

The ideal candidate will possess strong organisational skills, excellent attention to detail, good communication abilities, and a proactive attitude towards assisting with diverse finance tasks. Ideally you will possess a formal accounting qualification (AAT or equivalent) or be able to demonstrate a strong understanding of basic accounting and bookkeeping.

Our values

At Shannon Trust we value the individual. We are supportive and non-judgmental – with our learners, mentors, volunteers and each other.

We work with many people across the criminal justice system and beyond, supporting them to improve their basic literacy and numeracy skills. Developing those skills is critical in reducing re-offending and improving life chances. We want to take every step possible to encourage those with lived experience into employment.

We are an accredited 'Ban the Box' employer, meaning we do not ask applicants to declare convictions at the application or interview stage. We only ask for this information where necessary for the role, and not until after an offer of employment has been made.

How to apply

- [find out more and apply](#)

Closing date: 17 June 2024

Interviews to be held the week commencing w/c 24th June 2024.

Job description

Finance and Accounting:

- Check incoming invoices and expense claims for accuracy, seeking necessary authorisations. Code all costs and record on coding spreadsheet.
- Regularly review budget reports to ensure accuracy and liaise with operational managers and outsourced accountant to follow up and resolve any discrepancies.
- Lead on various month end procedures such as salary allocations and product costings
- Assist HR team and outsourced payroll provider with preparation of monthly payroll
- Assist with regular financial re-forecasting and annual budget process
- Ensure that all income and costs are correctly allocated to relevant contract
- Monitor spend against restricted grants, ensuring that all costs are correctly allocated
- Support annual audit process

Income Generation:

- Liaise with operational and income generation team to ensure that invoices are raised promptly every month for all contract-funded activities
- Track payments for contract invoices, following up non-payment as needed
- Obtain details of donations made from bank statements and funding platforms and record these on Salesforce database
- Support income generation team by providing financial information for grant applications and reports
- Support the process of Gift Aid claims, ensuring that all necessary records are properly kept

General Administrative Support:

- Assist with various company secretarial duties including scheduling of board meetings and maintenance of charity records
- Support colleagues by ordering office equipment/supplies when needed
- Manage corporate travel accounts and assist colleagues with travel and hotel bookings
- Assist with organisation of staff and other meetings, including sourcing venues
- Answer incoming phone calls and emails, taking messages and following up where required
- Under the guidance of the Technology Manager, support staff and volunteers with routine IT queries
- Provide cover for other business support staff when needed

Other

- Constantly seek ways to improve financial and administrative systems, leading on business improvement projects where needed.

- Putting the learner at the heart of what you do, actively contribute to a culture of learning, reflection, team work and development, behaving at all times in line with the organisation's values.
- Participate in regular one-to-ones and annual reviews, contributing to the identification of objectives and professional development goals.
- To undertake other duties and responsibilities commensurate with the role, as may be reasonably required by Shannon Trust or as a mutually agreed development opportunity. This document will be subject to periodic review in consultation with the job holder.
- Protecting Children and Vulnerable Adults is a core responsibility of all staff. Staff are expected to alert their line manager to any concerns they may have regarding the abuse or inappropriate treatment of a Child or Young Person, or Vulnerable Adults.

Person specification

Experience

Essential requirements	Desirable requirements
<ul style="list-style-type: none"> • Previous experience of working in a busy finance or financial admin role • Experience of dealing with a wide variety of finance and administration tasks including the processing of invoices, expenses and maintenance of spreadsheets. 	

Skills and abilities

Essential requirements	Desirable requirements
<ul style="list-style-type: none"> • Good communication skills, demonstrating professionalism in your interactions, with an ability to work independently and as part of a team. • Ability to write clear, professional emails and other key communications to internal and external audiences. • Highly numerate and confident with numbers, with an understanding of the importance of accurate data • Ability to foster and demonstrate the values, aims and objectives of Shannon Trust in your work. • Excellent time management skills with the ability to work accurately, with an attention to detail, and prioritise workload effectively. • Excellent organisational skills. 	

Knowledge and understanding

Essential requirements	Desirable requirements
<ul style="list-style-type: none"> • A strong understanding of basic accounting and bookkeeping • Understanding of the importance of providing excellent internal customer service, never losing sight of the need to make life easier for our staff and volunteers 	<ul style="list-style-type: none"> • Knowledge and understanding of the difficulties faced by lower level readers and people in prison. • Knowledge and understanding of the criminal justice system and/or charity accounting.

Technical and qualifications

Essential requirements	Desirable requirements
<ul style="list-style-type: none"> • Strong IT skills, with experience and confidence using general Microsoft Office tools (Word, Outlook, PowerPoint, Teams etc.) • Excellent Excel skills; comfortable building and maintaining spreadsheets • Confident in your ability to use accounting systems and other databases for effective record keeping 	<ul style="list-style-type: none"> • Recognised accounting qualification such as AAT or equivalent

Personal characteristics

Essential requirements	Desirable requirements
<ul style="list-style-type: none"> • Proactive, solution focused, patient and tenacious. Tactful whilst able to act with diplomacy. • Performance minded and results orientated, with learners at the heart of what you do. • Non-judgemental attitude towards working with prisoners. Committed to anti discriminatory and inclusive working practices. 	

Circumstances

- Currently resident in, and have the right to work in, the UK
- Able to accommodate a home office or have access to other suitable office facilities
- Able to travel occasionally around the UK, including overnight stays