



Finance Officer

Application Pack

Salary Scale: £32,029 - £34,788 per annum
pro rata

Hours per week: 28

Closing Date: 26 May 2020

Welcome

We are really pleased that you are interested in joining our teams. This is a really exciting time for Girlguiding North West England and Girlguiding London and South East England, working together to employ a Finance Officer to support both of our regions. We both have exciting events, trainings and activities planned for our members.

While Girlguiding's young members may be female only, we welcome applicants from any gender and background and we hope that after reading the application pack, you feel inspired to join us.

Girlguiding is the leading charity for girls and young women in the UK and the largest female-focused charity, with over half a million members who are active in every part of the UK, delivering 30,000 guiding meetings a week that give girls and young women a space where they can be themselves, have fun, build brilliant friendships, gain valuable life skills and make a positive difference to their lives and their communities. Through these weekly meetings our girls and young women are exposed to fabulous age-appropriate opportunities.

Our youngest group, called Rainbows (girls aged five to seven; four to seven in Northern Ireland), follow a programme called the Rainbow Roundabout. They take part in lots of different fun activities such as exploring the wider world through interactive games and unique events.

Brownies are girls aged seven to ten who follow a programme called the Brownie Adventure. Being a Brownie opens up a world of exciting challenges and the opportunity to try new things such as camping adventures and once-in-a-lifetime events like sleeping overnight at a zoo.

Guides are girls aged 10 to 14 who are given the chance to develop their individual skills and abilities, to explore their attitudes and develop their personal opinions, and to try out new challenges as part of a team. Guides can get involved in anything from adventure sports to performing arts, travel and taking part in social action projects. Guides also have an annual pop concert just for them called the BIG GIG!

Rangers offers girls aged 14 to 18 the opportunity to develop their skills and abilities through a flexible and inspiring programme. Our oldest youth members are offered a huge variety of challenges, activities and opportunities for personal development, including overseas development projects, young leadership and advocacy.

Best wishes

Girlguiding North West England and Girlguiding London and South East England

About Girlguiding North West England and Girlguiding London and South East England

Girlguiding is made up of nine regions and countries of which Girlguiding North West England and Girlguiding London and South East England belong.

The regions are made up of Counties with over 100,000 members across both regions.

The charities are led by key volunteers who work together to deliver the strategy, supported by staff teams based at both region Headquarters, in Preston and Wandsworth.

Our commitment to girls is to empower more girls to find their voice and be their best through high- quality, girl-led programmes delivered by inspirational Leaders.

For more information visit our websites;

<https://www.girlguidingnwe.org.uk>

<https://www.girlguidinglaser.org.uk/>

The Role

Overall Purpose of Job

This is a key role in a small team responsible for the financial functions across both regions, whilst also assisting with the delivery of a comprehensive support service to Volunteer Members. This role will be under the management of the Executive Managers for both regions.

Please note that some of the functions will differ slightly across the regions.

Finance

- Providing administrative/financial support to the Finance/Executive Committees and Executive Managers; circulating agendas, minute taking and circulating minutes and tabled papers to Committee.
- Maintaining accurate and timely financial records using accounting software and spreadsheets.
- Providing management accounts and financial information as requested.
- Providing region advisers with monthly reports on income and expenditure.
- Preparing and consolidating year end accounts for incorporation in the annual report. Assisting with the annual audit preparation and supporting with any audit points that need to be addressed and actioned.
- Verifying and processing expenses claims and ensuring payment by cheque or BACS, as appropriate.
- Payment of invoices by cheque or BACS, as appropriate.
- Preparation and distribution of invoices to any organisation using the region's and facilities, including chasing outstanding debts as appropriate.
- Monitoring and adhering to internal controls.
- Assisting with budget preparation and monitoring; providing the Lead Volunteers /Executive Managers and Committees with the relevant reports from accounting software.
- Assisting with the running of the shop (region HQ and on-line); particularly in relation to the financial management and data analysis.
- Overseeing cash flow and transference of funds as required. Providing trustees with regular cash flow statements
- Researching bank accounts in order to ensure that funds are evenly spread to safeguard monies. Assisting the board with investment decisions.
- Opening new bank accounts upon instruction of the Executive Committee to ensure that any potential risk to the charity are spread and are therefore minimised. Ensuring bank mandates are up to date and comply with the charity's guidelines for account operation.
- Coordination, preparation, completion and submission of quarterly VAT returns to HMRC.
- Supporting any counties with finance queries or advice they may require.
- Administration of the region's Grants and Bursary funds.
- Processing monthly salary journals and making payments to the pension funds and HMRC.
- Assisting with the finances of the region's campsites.

International

- Financial administration of international trips including booking (where necessary), monitoring of payments and reporting to trip leaders regarding expenditure.

Office Services

- Contributing to the efficiency and improvement of the office systems; recommending improvements to Executive Manager's and implementing any agreed changes.
- Coordination of any maintenance and health and safety works required at the region Office to ensure best value for money.
- Providing support to the Volunteer Members; providing information and advice to enquirers and undertaking administrative duties when required.

Additional Duties

- Providing absence cover for the region Office team as required.
- Maintaining effective communication systems with staff and volunteers.
- Undertaking other duties appropriate to this post as and when required.

Additional Information

- This post could be based at Girlguiding North West England Headquarters in Preston or Girlguiding London and South East England Headquarters in Wandsworth, or there is a potential for the role to be home based with some requirement spend some time each month at the region Offices.
- There will be some requirement to travel to different locations.
- Due to the nature of the work, regular weekend and out of hours working will be required for which time off in lieu will be offered.
- You may be required to undertake any other duties that may reasonably be required to fulfil the requirements of this post.
- You will be expected to actively promote the vision, mission and values of both regions.

The Person

| Criteria | Assessment | Essential / Desirable |
|--|------------|-----------------------|
| Skills | | |
| Excellent verbal and written communication skills - able to communicate effectively with internal and external members, plus the office team | A/I | E |
| Excellent administration skills | A/I | E |
| Excellent IT skills; in particular, the use of Microsoft Office suite and accounting software (preferably Sage or Quick Books) | A/I | E |
| Advanced Excel Skills | A/I | E |
| Time management skills and an ability to plan, organise and prioritise, ensuring that tasks are completed within requested timescales | A/I | E |
| Strong interpersonal skills both face to face and over the telephone | A/I | E |
| Awareness of when to exercise confidentiality | A/I | E |
| Flexibility to attend meetings/undertake additional duties as and when required | A/I | E |
| Positive approach to working in a small team | A/I | D |
| Ability to use initiative when appropriate | A/I | D |
| Ability to cope with a varied and interesting workload | A/I | D |
| A financial qualification; AAT Level 3, part qualified CIMA, ACCA, ACA or other similar qualification | A/I | E |
| Experience of | | |
| Budgeting/forecasting | A/I | E |
| Management Accounting | A/I | E |
| Financial reporting | A/I | E |
| Working in a customer-focused environment | A/I | D |
| Working in the charitable sector | A/I | D |
| Working with volunteers | A/I | D |
| Girlguiding UK structures, policies and priorities | A/I | D |
| Values | | |
| Flexible attitude to work | A/I | E |
| Commitment to the aims of Girlguiding UK | A/I | E |
| Understanding of equality and diversity in the workplace | A/I | E |
| Understanding of the contribution volunteers make to charities | A/I | E |
| Commitment to delivering excellent customer service to both internal and external partners | A/I | E |

Key: Assessment - A = Application I = Interview

Employment Details

Contract Type

Part time, permanent, 28 hours per week, operating flexibly to meet the needs of the strategic plan and organisational needs.

Location

This post could be based at Girlguiding North West England Headquarters in Preston or Girlguiding London and South East England Headquarters in Wandsworth, or there is a potential for the role to be home based with some requirement spend some time each at the region Offices.

Salary/Rate

The starting salary for this post is £32,029 per annum pro rata.

Working Hours

Usual office opening hours are Monday to Friday, 9am to 5pm, with one hour for lunch. Hours can be negotiated over the week. However, you will be required to perform your duties at weekends or evenings as required. Time in lieu can be taken for out of hours worked.

Probationary Period

The post will be subject to a probationary period.

Disclosure and Barring Service Check

This post may involve access to young people and as such it is a requirement under The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 that you may be required to submit a Disclosure and Barring Service check.

Holidays

25 days' paid holidays per annum plus bank holidays (pro rata for part time hours).

Notice Period

Following the probationary period, the notice period required by both parties is four weeks.

Benefits

Pension Scheme

Upon completion of three months' service you will be eligible to join the Girlguiding Group Personal Pension scheme. The scheme is contributory. Full details are available from Girlguiding NWE.

Employee Supported Volunteering

As an organisation that relies on volunteers, we consider it important to support our own staff to pursue their social action and community engagement interests. Staff who volunteer are entitled to two days of paid volunteer leave a year. If the volunteering is within Girlguiding this rises to four days.

Further Information

Full terms and conditions will be provided if an offer is made. If you have any questions at this stage, please contact Kelly Hunter on 07766553561 or Amrita Sheldon on 07521503343.

How to Apply

The closing date for applications is 5pm on Tuesday 26 May 2020. To apply for the role, please complete the application form and return by email to Kelly.hunter@girlguidingnwe.org.uk

Candidates shortlisted will be invited to attend interviews during week commencing 01 June 2020. Interviews are expected to be held virtually.

Unfortunately, we are unable to give feedback to applicants not shortlisted for interviews. We do provide feedback upon request to candidates interviewed.