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**Off The Record” Youth Counselling Croydon**

Portland House, 678 London Road, Croydon, Surrey, CR7 7 HU

Recruitment@talkofftherecord.org

### FINANCE ASSISTANT (Temporary - 6 months)

### Job Description

**Job Title:** Finance Assistant

**Responsible to:** The post holder will be responsible to the Finance Officer

**Hours:** Part time (4 days/28 hours per week)

**Salary:** £34,881 pro rata inc OLW

**Location:** Office based at Portland House, 678 London Road, Croydon, CR7 HU

**Leave:** Pro rata of 28 days annually, plus recognised Bank Holidays

**Job Purpose:** The purpose of the post is to assist the Finance Officer with day to day bookkeeping and financial tasks primarily using Sage. The Finance Officer is responsible for financial performance reporting and forecasting.

**Background Information:** The charity currently has an annual budget of approximately £3.2 million and records are maintained on Sage. The payroll function is performed by an external company. Overall financial responsibility lies with the Trustee Board and the Chief Executive.

### Duties

Bookkeeping and Treasury

* Process supplier invoices and expense claims
* Issue funder/customer invoices and record customer receipts
* Administer the charity’s three bank accounts, the safe transfer and receipt of funds, and check, and post all transactions on Sage. Liaise with the charity’s bankers as necessary to resolve any problems or queries
* Liaise with funders and suppliers regarding account queries
* Assist with management of agency credit card expenditure
* Journal entry on Sage

Payroll and Pensions

* Assist in the entry of payroll information onto Sage, ensuring the accuracy of payroll information, maintaining detailed monthly salary information, liaising with external payroll company to ensure that accurate and timely payment of salaries takes place.
* Assist in the administration of the agency’s pension scheme and making monthly submissions. Liaising with the agency’s pensions company, pensions advisor and payroll company

Other

* Actively implementing the Equal Opportunities Policy in all aspects of the work
* Any other tasks commensurate with the role

**FINANCE ASSISTANT - PERSON SPECIFICATION**

**Skills and experience**

* Previous experience in a similar role (relevant qualification an advantage)
* Ability to analyse financial data.
* Computer literate and good knowledge of MS Office packages, including Word and Excel.
* Experience of using SAGE accounting package
* High standard of accuracy with financial and statistical data.
* Proactive with strong organisation, prioritisation skills .
* Strong communication skills.
* Trustworthy, discreet and professional attitude toward work.

**Personal Qualities**

* Committed to the values and vision of Off The Record
* Team player with a positive attitude
* Self-motivated and able to plan and self-manage own workload and to work with limited supervision
* Ability to work under pressure, to prioritise, work flexibly and to manage regular deadlines
* Ability to communicate with a wide range of both internal and external contacts with professionalism, diplomacy and discretion
* Commitment to maintaining confidentiality
* Commitment to diversity and to Equal Opportunities

**JOB APPLICATION FORM**

***PRIVATE AND CONFIDENTIAL***

Please read the information pack before completing this form

CV’s will not be considered

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| **Post(s) Applied for**:  |  **Finance Assistant**         | **Closing Date**:  | 12 noon Monday 13 October 2025 |

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| **Family name:**   |   | **First name:**  |   |
| **Address:**    |   | **Email:**  |   |
| **Home Tel:**   |   | **Mobile Tel:**  |   |
| **Are you known to Off the Record?**  | Y/N | **If so, in what capacity** |  |

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| ***Present Or Most Recent Post*** |
|  **Name Of Employer:**  **Address**  |
| **Start Date:**  | **End Date:**  |
|  **Job Title:**  **Salary:**  **Main Responsibilities:**     **Reason For Leaving:**   **Period of Notice Required by Employer:**  |

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| **Employment History**: In chronological order from most recent Please include any relevant unpaid work & account for any gaps in employment  |
| **Dates** **From:**  |  **To:**  | **Name of employer**  | **Position held/ summary of duties**  |
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| **Any additional training/qualifications relevant to this role:**   |
| **Dates** **From:**    |  **To:**  | **College/Institution**  | **Qualification/Training attended**  |
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| **Person Specification**  |
| Please read the person specification(s) carefully and provide clear evidence of how you meet each of the requirements on the person specification.  *You may continue on a maximum of two supplementary sheets.*    |
| **Anything else to add:** Is there anything else that you would like to tell us in connection with your application.     |
| Due to the nature of our work with children, young people and vulnerable adults, all posts within Off the Record are subject to Enhanced Disclosure and Barring Service checks. Please note that the receipt of a form showing previous convictions/cautions /warnings will not automatically exclude someone from becoming a member of staff/a volunteer at Off the Record. Previous criminal records will be considered in relation to their relevance to the work/placement applied for, the circumstances of the offence and the length of time elapsed since the offence. If you have any concerns about this part of the application form, please contact the Director at Off the Record.  |
| **Rehabilitation of Offenders Act (1974)** |
| Please give details of any unspent convictions, cautions, reprimands or warmings.  |
| **Protecting Children & Young Adults** |
| Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? If yes please give details:  |

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| **Additional Information**  |
|  Have you ever worked for Off the Record before in a paid or voluntary capacity or do you have any other connection with Off the Record?           **YES / NO** **If YES, please give details**  Do you need a work permit to take up employment in the U.K.?                                     **YES / NO**   If offered employment you may be required to complete a Medical Questionnaire. Are you prepared to undergo a medical examination before starting employment if required?                                **YES / NO**  |

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| **Referees:** Please give details of two people that we may contact for references one of whom should be your current or most recent employer.    |
| **Reference 1** | **Reference 2** |
| Name   | Name  |
| Organisation   | Organisation  |
| Address      | Address  |
| Postcode   | Postcode  |
| Contact Tel   | Contact Tel  |
| Mobile   | Mobile  |
| Email   | Email  |
| Relationship to you   | Relationship to you  |

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| **Declaration**  |
|  I declare that the information given in this form is complete and accurate.  I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.   I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the General Data Protection Regulations.  I undertake to notify the Company immediately of any changes to the above details.  Given the nature of the job for which I have applied, I understand that any offer of employment will be subject to information on my criminal record being disclosed to the Company by the Disclosure and Barring Service.    Signed:  Printed:  Date:   |