

Information for applicants

Job title: Senior Finance and Payroll Officer

Contract: Permanent Contract

Location/s: Carlisle

Hours: Full Time - 37.5 hrs (prepared to discuss 4 days for the right candidate)

Salary: £23,000

Additional Benefits:

- A generous pension contribution of 6%
- Annual Holiday entitlement of 28 days FTE (4 weeks plus 8 bank holidays)
- Additional 6 days (FTE) at Christmas – specific dates confirmed each year dependent on when the Christmas period falls and business needs
- Length of service increments

Location – Carlisle

- You may be expected to travel around all PF offices and areas of work as required

Driving

- A current driving licence and access to own transport is required for this role
- The post may include driving colleagues, volunteers, trustees, board members and clients, as required and appropriate (expenses will be paid)
- This post requires you to have 'business use' insurance in place

Who we are

People First Independent Advocacy is a registered charity and company limited by guarantee, providing a wide range of support and information services across the North of England, aimed at helping people to live informed, respected, healthy and fulfilled lives. We have been delivering services for 30 years and have a deep understanding of our communities and the unique challenges they bring.

We also deliver People First Services, a registered charity, the object of which is the relief of people with a learning difficulty. Our Head office is based in Carlisle, supported by offices in Barrow and Lancashire.



The Department

The Business Team is responsible for delivering the business/operations function across both charities, as well as the running of the conference centre and is led by the Finance and Operations Director.

The team of staff covers: Accounts; Conference Centre; Human Resources; Marketing and Communications; Graphic Design; Fundraising; Administration and Cleaning.

This *role* is predominantly autonomous although it is supported by a management accountant (consultant) who works remotely one day per week, and the Finance and Operations Director. However, we are located in a large open plan office and the *person* is very much part of the wider team.

The Person

An opportunity has arisen for an experienced **senior finance and payroll officer** to join our charitable organisation at an exciting time of growth and development.

We are seeking a candidate who has an excellent working knowledge of Sage Accounts and Sage Payroll, and who has experience in running payroll single-handedly.

The successful candidate will manage the day to day finances for both charities ensuring delivery of an effective and efficient finance department. They will work closely with the management accountant to produce monthly, quarterly and annual reports.

Person Specification

Qualifications

- AAT Qualified or equivalent proven experience

Skills, Knowledge and Experience

- Excellent working knowledge of Sage Accounts and Sage Payroll
- Clear understanding of the full breadth of the accounting function required to run a successful finance department
- Excellent communication skills and ability to work well with others
- IT literate



- A high standard of written and verbal skills
- Excellent organisational skills with the ability to manage and prioritise effectively
- Enthusiasm and energy – a ‘can do’ attitude
- Positive attitude to a fast paced working environment where tasks and systems need to be updated and developed
- Creative, flexible and enthusiastic approach
- Commitment to valuing diversity and equal opportunities
- Commitment to providing a high quality service centered on the needs of individuals who are vulnerable and disadvantaged
- Experience of the charitable sector is desirable but not essential

Duties will include:

- Managing and processing
 - payroll and pensions for approx 60 full time staff
 - payroll for sessional staff and volunteer expenses
- Managing and processing sales invoices
- Purchase ledger
- Banking & BACS payments
- Credit control
- Raising POs and checking against purchase invoices
- Reconciling purchase statements
- Bank and credit card reconciliations
- Processing petty cash and expenses

- Reviewing / ensuring value for money with all utility suppliers
- Insurance Renewal
- Working closely with the HR department

Other Duties

The duties outlined above are not intended to be exhaustive and may change as the needs of the organisation alter in line with current agendas

The Appointment

Applications should include:

- completed application forms A & B
- the supporting information should be no longer than 2 sides of A4



People First is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo a DBS check and any other safeguarding checks as appropriate to the post. The appointment will be subject to the satisfactory outcome of these checks.

One referee should be the applicant's current or most recent employer. Please note that references will not be accepted from relatives or from people writing solely in the capacity of friends. References will be sought on the successful candidate following the interview process however; we may approach previous employers for information to verify particular experience or qualifications, prior to interview. The appointment will be subject to the receipt of satisfactory references.

All candidates invited to interview must bring documents confirming any educational and professional qualifications referred to in their application form. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. Where the successful candidate has worked or been resident overseas in the past five years, we will carry out such checks and confirmations as may be required in accordance with statutory guidelines.

All candidates invited to interview must also bring with them:

- A current passport (if you do not hold a current passport, or you do not hold a British passport, then further evidence will be required as proof of the right to work in the UK)
- Driving Licence – photocard
- Official documentation evidencing your current address (e.g. utility bill, bank statement)
- Where appropriate, any documentation evidencing a change of name (e.g. marriage certificate).

All applications should be clearly marked:

Confidential – Senior Accounts and Payroll Officer

And emailed to recruitment@wearepeoplefirst.co.uk for the attention of Mr Barry Munro-Berry

To arrive no later than 9.00am on Monday 21st September 2020