

# RECRUITMENT PACK

## FINANCE ASSISTANT – ACCOUNTS PAYABLE

# CANDIDATE PACK

Thank you for your interest in working for Julian House. We are a growing organisation providing life-changing services to people facing acute challenges in their lives.

This pack contains the following information:

- About Julian House
- Our Vision and Values
- Job Description and Person Specification
- Guidance on Completing the Application Form
- Benefits
- Terms and Conditions

Julian House is an Equal Opportunities employer and welcomes applications from all sections of society. This includes applications from those with personal experience of homelessness or other forms of social exclusion.

I hope you find this pack helpful and consider making an application.

If you decide to apply, we look forward to discussing the part you can play in Julian House's future.

## Contact Details

Should you have any questions about this position or would like additional information, please do not hesitate to contact the HR team - [HR@julianhouse.org.uk](mailto:HR@julianhouse.org.uk)

(Strictly no agencies please)

# ABOUT JULIAN HOUSE

Julian House is a growing organisation - providing life-changing services to people facing acute challenges in their lives.

We are a charity and registered provider with the Homes and Communities Agency. We were originally established in 1987 after a homeless man died on the streets of Bath. Spurred by this tragic incident, our founders decided that something needed to be done to help the homeless.

Our roots as an organisation are therefore in meeting the needs of street homeless people. In the early days this was limited to offering essential food and shelter. Over time we have developed many new projects which not only address the symptoms of homelessness, but also tackle the underlying complex causes: including offending; substance misuse; domestic abuse; mental health needs; physical health needs and unemployment.

Today we provide service users with multiple and complex needs with accommodation, person-centre support, skills training, employment support and work-experience opportunities to improve their life choices and chances. We aim to empower our service users to regain control over their lives, to develop their skills, resilience and independence and rebuild a future for themselves and their families after homelessness, prison, addiction, domestic abuse, and long-term unemployment. We work across South West England. We remain focussed on those in our communities who are the most excluded. Our main activities are the provision of:

- Specialist housing support services, providing safe and supportive accommodation and outreach for rough sleepers, offenders and ex-offenders, people with substance misuse needs, men, women and children with experience of domestic abuse, refugee families, and single homeless people with a range of complex needs.
- Social enterprise projects providing structured training, accredited qualifications, work experience and employment support for a range of socially excluded people.

Julian House is a voluntary organisation at its core and there are more than two active volunteers for every employed member of staff.

**For more information**

**Visit our website [www.julianhouse.org.uk](http://www.julianhouse.org.uk)**

# OUR VISION AND VALUES

**We value the individual.**

**We are collaborative.**

**We are creative.**

We strive to:

- Hold Service Users central to everything we do.
- Pursue effectiveness, efficiency and financial stability.
- Value all those who work and volunteer within the organisation.
- Build productive relationships and collaborations with local councils, agencies, and other charities in the sector.
- Embrace and lead change and development.
- Strive for fairness and equality.
- Act responsibly towards the environment.

## VISION

Our Vision is:

- A just society where socially excluded people are supported and empowered to build sustainable, independent lives.

# JOB DESCRIPTION

**Job Title:** Finance Assistant – Accounts Payable

**Responsible to:** Finance Manager

**Purpose of the Post:** The post is a support to the Finance Team.

## **Principle Areas of Accountability:**

- Regular contact with managers and staff across the organisation and with external agencies
- Development and maintenance of positive working relationships with a wide cross section of people
- Uphold and conform to Julian House's finance policy and procedures
- Support the Finance Team in the day to day running of the finance office. Specific tasks to include:
  - Overall responsibility for the purchase ledger for Julian House and its trading subsidiary, Julian House Trading Ltd, ensuring that they are accurate and up to date
  - Accurate processing of purchase invoices and credit notes on Sage 200, including VAT where applicable.
  - Accurate processing of expense claims
  - Ensuring purchase invoices and expense claims are authorised in line with procedure
  - Allocating payments and refunds on Sage 200
  - Preparing BACS payments for invoices and expenses
  - Accurate and tidy filing of hardcopy and softcopy accounts payable documents
  - Monthly reconciling of the purchase ledger to the general ledger
  - Ensuring that assigned month end processes are completed on time
  - Attending to account emails in a timely and appropriate manner

## **Teamwork**

- Attend and participate in regular supervision sessions, team and staff meetings.
- Complete appropriate in-house training courses and participate in skill sharing within the team.
- Liaise effectively and appropriately with other Julian House staff, and where necessary with external parties.

## **Health & Safety**

- Ensure own safety, and the safety of those around. Comply with duties under the Health and Safety legislation.

## **General**

- Work in accordance with Julian House's equal opportunities policy and with all its other policies.

## **Training**

- Within three months of taking the post, it is expected that the job holder will be upskilled to using Sage 200.

Since job descriptions cannot be exhaustive; the post holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

# PERSON SPECIFICATION

<b>Qualifications and Specialist Knowledge</b>	
Working knowledge of Sage 200	Desirable
Ability to use Microsoft Office Suite (Excel, Outlook, Word)	Essential
Training to AAT at foundation level or equivalent	Desirable
Attention to detail and accuracy	Essential
Professional manner	Essential
<b>Experience</b>	
Experience of working within Purchase Ledger	Desirable
Experience of working in Finance team	Desirable
<b>Values</b>	
Empathy and understanding of the needs of Julian House Service Users	Essential
Commitment to equality of opportunity	
Honesty	

# GUIDANCE NOTES ON COMPLETING YOUR APPLICATION FORM

**Please read these notes carefully. They have been written to help you make the best of your application. The decision to shortlist you for interview will be based solely on the information you provide on the application form and supporting statement. Please do not send us your CV or any additional information.**

The supporting statement should address how your experience and skills equip you to fulfil each element of person specification.

## EXPLANATION OF TERMS USED

- Job description - Gives details of the duties of the post. Use this as a guide to decide whether or not you think the job would suit you.
- Person specification - Lists the criteria, which will be used to assess your application & covers the qualifications, specialist knowledge and experience that we are looking for.

## WORK EXPERIENCE

Include all relevant work experience including part-time or voluntary work, particularly if you have not been employed on a full-time basis before include any previous posts you may have had with your current employer.

## REFEREES

One of the referees that you provide should be your present or most recent employer. If you have not been employed, or have been out of employment for a period of time, you may wish to give the name of anyone who knows you sufficiently well to confirm the information that you have given and to comment on your ability to do the job.

## NOTIFYING YOU ABOUT YOUR APPLICATION

Please note we are not able to personally acknowledge receipt of individual applications; once your application has been completed on-line you will, however, receive a confirmation email from the system. We will shortlist as soon as practicable and generally aim to notify shortlisted applicants within 5 days of the closing date. Unfortunately, due to the high volume of recruitment Julian House is generally not able to give feedback on applications that have not been shortlisted.

## SENDING IN YOUR APPLICATION

Applications received after the published closing date will not be considered.

# **BENEFITS**

## **PENSION SCHEME**

Your pension scheme is a defined contribution scheme with the Social Housing Pension Scheme. Under auto enrolment you will automatically be enrolled in the pension scheme at 2.5% contribution from your pay and 2.5% from Julian House. You can opt out of the pension scheme, and you can also increase your contribution to the pension and Julian House will match your contribution up to 6% of your salary.

## **EMPLOYEE ASSISTANCE PROGRAMME**

You can access a free and confidential support service. Help is available for everything from relationships, to stresses or life events, bereavement and loss, family issues, anxiety and depression, disability and illness, bullying and harassment, debt, health and well-being.

## **STAFF AWARD SCHEME**

Once a year, fellow staff are able to nominate colleagues for exceptional pieces of work. The winners are awarded fantastic prizes. Sadly you cannot nominate yourself!

## **TRAINING AND DEVELOPMENT**

We offer staff a wide range of training and development opportunities to realise your potential and enable you to achieve your best.

## **20% DISCOUNT AT JULIAN HOUSE SHOPS**

You can claim a 20% discount on all new and refurbished bikes, accessories, parts, servicing and repairs at our bike workshop social enterprises as well as at our charity shops.

## TERMS AND CONDITIONS

Salary:	£18,500.00-£20,000.00 pa (depending on experience)
Hours of work:	Full Time – 40 hours per week
Contract:	Permanent
Holidays:	There is an entitlement of 22 days annual holiday, plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.
Sickness:	(5 days' pay during probationary period): 2 weeks full pay, 4 weeks half pay.