

**Working for Health CIC**

**About us**

Working for Health CIC is a specialist provider of employment support for people with mental health conditions and multiple and complex needs. We provide support for the job seeker to find work and support people in work to keep their job.

**Our philosophy**

Working for Health believes that:

* everyone can work, if the work is right for them
* everyone has skills and talents
* everyone has the right to a second chance
* hope will be the change agent

Working for Health is committed to ethical principles and practice, not only towards the customers we serve but also to our partner agencies, commissioners, employees, volunteers and our environment.

As a Community Interest Company all of our profits are reengineered into our community of interest: in our case this is the group of people whose working life is affected by mental ill health.

**The Role: Finance Assistant**

**Hours** 18 hoursper week (with potential for additional hours with mutual agreement)

**Payment** £8.75 - £9.50 per hour dependant on experience

**Duration** This is a fixed term contract until 30th Sept 2022

**Annual leave** 5 weeks pro rata

**Location** Based in ‘The Work Place’, Cottingham Station, Station Road, Cottingham

**Reporting to** Contracts Manager

**Job description and person specification**

**Job Summary:**

The role provides support to the Contract Manager to undertake all duties to ensure effective financial administration of the projects and to provide accurate reporting on the project activity and outcomes.

**Duties**

Working under supervision and direction of the Contract Manager, the duties will be varied and may include the following:

Financial:

* Maintain up to date electronic financial records including income and expenditure
* Monitoring of project budget
* Input onto the cloud-based organisational and the ATI Project accounting system
* Process staff and participant expenses
* Support the running of the monthly, quarterly and end of year financial reports for the project.
* Petty cash reconciliation

Service delivery and monitoring:

* Support the preparation of reports for funders, demonstrating programme activity and outcomes
* Support key workers to keep up to date files and upload paperwork to ATI database
* Audit and review for paperwork errors

Quality:

* Support programme staff to submit their returns accurately and on time.
* Alert other team members to issues of quality and risk
* Assess own performance and take accountability for own actions, either directly or under supervision.
* Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team’s performance
* Effectively manage own time, workload and resources
* Adhere to policies, standards and guidance at all times

Communications and relationships:

* Maintain professional relationships with a range of stakeholders, including but not limited to: colleagues, funders, suppliers and participants
* Recognise people’s needs for alternative methods of communication and respond accordingly.

This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with his or her line manager.

**Confidentiality**

In the performance of the duties, the post-holder may have access to confidential information relating to service users, staff and volunteers, and the organisation. All such information is to be regarded as strictly confidential and may only be divulged to authorised persons in accordance with the policies and procedures relating to confidentiality, GDPR and the protection of personal and sensitive data.

**Health and Safety**

The post-holder will assist in promoting and maintaining their own and others’ health, safety and security as defined in the Health & Safety Policy and report concerns to the Health and Safety Lead for the organisation.

**Equality and Diversity**

The post-holder will support the equality, diversity and individual rights: acting in a way that recognises the importance of people’s rights; respecting people’s privacy, dignity, needs and beliefs; and behaving in a manner which is welcoming, non –judgemental and respectful of circumstances, feelings, priorities and rights.

**Personal/professional Development**

The post-holder will participate in the training programme implemented as part of this employment and participate in a Personal Annual Development Review. They will take responsibility for own development, learning and performance, under the supervision of the Contract Administrator.

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Training and qualifications** | * Level 2 qualification in English and Maths
* Willingness to undertake mandatory training, further study and development
 | * IT qualifications
* Accountancy / bookkeeping qualification
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| **Experience**  | * Experience of accounts and bookkeeping
* Proficient with Excel spreadsheets and extracting reports.
* Maintaining, reporting and keeping accurate records consistent with policies and procedures
* Working effectively with a team and actively contribute to its success
* Communicating in a professional manner face to face, by phone and in writing for a range of audiences.
 | * Working in a similar role or environment
* Working on an ESF / Big Lottery funded programme
* Personal experience of mental health conditions
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| **Knowledge and skills** | * An ability to work independently, reliably and consistently
* An attention to detail
* An ability to devise and present information in a range of formats
* Ability to keep accurate records and to generate data reports
* Report wring skills
* Knowledge of the GDPR
* Customer care skills
* Non-judgemental, empathic manner
* Ability to build and maintain professional relationships with a range of stakeholders
 | * An understanding of mental ill health and the effects on social inclusion and work
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| **Other**  | * An ability to see solutions rather than problems
* A willingness to work flexible hours on occasion through prior arrangement as the needs of the job dictates.
 | * A driving licence and suitable means of transport
* Self-motivated
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