

Finance Assistant – part-time fixed term

Deadline: Midnight on Sunday 17 June

leedscf.org.uk/vacancies

Our Mission

Our mission is to create opportunity for all, supporting positive change in our local communities that need it most.

Background

Leeds Community Foundation supports the most disadvantaged groups and communities of Leeds towards our aim of creating a place of opportunity for all. We bring together local philanthropists and other funders with dynamic local organisations and community groups who need funding and other resources.

As a leading grant-maker, we have already distributed over £33m in grants, giving out over £5.5m last year alone, but with 1 in 4 children living in poverty and 16,000 older people saying they feel 'intensely lonely' in Leeds alone, there is much more to be done. We are proud that our grants have already enabled thousands of charities and community groups to improve the lives of many thousands of people in many ways, some life changing, some in terms of every day support.

We are now at a critical point in the organisation's development and are seeking to grow, both in terms of our philanthropic income and the impact we have on the most disadvantaged groups in our community.

Community Foundations are unique in that they are not cause-specific but they do operate within a particular geography. In our case, our focus is primarily on Leeds. We provide opportunities for donors – be they individuals, families, companies or organisations – to give back to their local community by investing in grassroots projects. We are also responsible for the neighbouring District of Bradford and are currently engaged in a pilot programme to see how best to raise investment and distribute grants in this area.

Leeds Community Foundation is a member of UKCF (www.ukcommunityfoundations.org.uk), a national network of 46 independent local community foundations which, collectively, are the 5th largest national funder in the UK. We are also part of a growing international movement which started in America and now has over 1,500 independent Community Foundations across the globe.

Finance Assistant – Part-time Role

Key details

Job Title:	Finance Assistant
Reporting to:	Finance Manager
Salary:	Up to £16,000 FTE, dependent on experience Salary will be pro-rata as this is a part-time position up to 20 hours per week Contributory pension scheme in operation, on completion of probationary period
Hours of work:	Part time Monday to Friday between the hours of 9 am to 5 pm. We are looking for someone to work between 15 and 20 hours per week
Contract Term:	The post is subject to a 6 week probationary period and is offered on an initial 6-month contract. The notice period for this role is four weeks. Annual leave of 24 days plus statutory holidays is given and LCF closes over the Christmas period, giving an additional 2-3 days holiday – pro rata for part time hours
Place of Work:	Leeds (city centre offices). We encourage use of public transport where possible, but a mileage allowance is offered for business vehicle and for bike mileage
Equal Opportunities:	We aim to be an Equal Opportunities Employer. We welcome all applications, regardless of age, disability, gender identity/reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. All applications will be considered solely on merit

Supplementary information

Some key facts include:

- We process approximately 800 payments a year, relating to core running costs as well as grant-making
- We process approximately 300 receipts a year with regards to our income-generation activities
- We use the SAGE accounting system. We also have a dedicated CRM system that manages our grants payments and income, and which needs to reconcile with SAGE
- We are required to have an annual audit and our appointed auditors are Grant Thornton
- We manage £35m of investments with our four Investment Managers
- We manage £2m of fixed term cash deposits on periods of 1 month to 24 months

Job description

Key tasks

The main purpose of the job is to provide a quality and professional support service for the financial management of the Foundation.

1. Financial Systems and Procedures

- 1.1. With support from the Finance Manager, to maintain computerised and manual financial records and ledgers, bank accounts, petty cash and other financial information for 3 statutory entities – Community Foundation for Leeds (LCF), The BG Campbell Trust Fund (BGC), GFS Community Enterprise (GFS).
- 1.2. Use the SAGE accounting system for data inputting and producing reports.
- 1.3. Use our bespoke CRM system (Salesforce – Digits2) for data inputting and producing reports.
- 1.4. Provide day-to-day financial services, including: the recording of all funding and donations received and grants made; preparing the regular payment runs including payment of invoices and grants made; issuing of invoices and receipts; preparation of cheques and necessary documentation for payments; recording and banking of cash and cheque receipts.
- 1.5. Administration of petty cash, expense claims, credit card statements and gift aid.
- 1.6. Prepare monthly bank reconciliations for the transactional bank accounts; arranging for payments to be set up and paid online; dealing with any payment issues.
- 1.7. Review of process and systems requirements and making any suggestions for improvements.

2 Programme Management

- 2.1 Work with the grants team to ensure that comprehensive records of grants income and grants payments are maintained and correctly entered into our financial and CRM systems.
- 2.2 Work with the grants team on the BG Campbell (BGC) and Leeds Tradesman's Trust (LTT) grants programmes for individuals. To include: making payments to and liaising with current beneficiaries; updating relevant records; issuing application forms to potential new beneficiaries and receiving/checking subsequent applications; gaining committee approval/rejection; providing quarterly reports for the board; and performing a regular check on personal income of all beneficiaries. For BGC, payments are made twice a year and for LTT, they are made quarterly.
- 2.3 Providing financial support for the Gipton Fire Station (GFS) project, including a range of duties as detailed in items 1 above. In addition: managing World Pay card terminal reports and payments and liaising with reception staff at GFS as required.

3 Other Duties

We expect all staff to:

3.1 Comply with relevant policies & procedures including, but not limited to:

- Health and Safety policy and associated safe working procedures and guidelines
- Data Protection policy
- Equal Opportunities policy
- Confidentiality policy

3.2 Participate in team-working and staff development activities and attend training events, as required.

3.3 Actively support the values of Leeds Community Foundation.

3.4 Undertake any other duties commensurate with the grading of the post, which may reasonably be required from time to time.

Person Specification: Finance Assistant

Knowledge, skills and experience required (to be demonstrated on application form, from past experience and at interview)

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • A minimum of one year's work experience in a financial role with responsibility for: Maintaining financial records, to include recording and accounting for income and expenditure using manual and computerised systems • Use of Microsoft packages (with advanced IT skills and experience of Excel) 	<ul style="list-style-type: none"> • SAGE Financial management system
Skills	<ul style="list-style-type: none"> • Ability to organise and maintain appropriate office systems • Ability to use the internet and email • Excellent planning and organisational skills • Attention to detail and methodical • Excellent time management skills 	<ul style="list-style-type: none"> • Good written and oral communication skills • Ability to identify improvements in efficiency / effectiveness / use of resources
Qualifications		<ul style="list-style-type: none"> • Recognised accountancy qualification e.g. AAT
Personal characteristics	<ul style="list-style-type: none"> • Confident and able get on with people from a range of backgrounds • Ability to work on own initiative as well as being active team player • Ability to work collectively and co-operatively within a small team • Flexible and able to respond to changing demand • Able to prioritise workload, meet deadlines and work under pressure • Commitment to Equal Opportunities 	

How to apply

The closing date for applications is midnight on Sunday 17 June 2018. Interviews will be held on Friday 22 June and Tuesday 26 June, with a view to the successful candidate taking up their post as soon as possible.

To submit an application for this job, please send a completed Equality & Diversity monitoring form, your C.V. and a cover letter (no more than 2 sides of A4) stating why you think you would be ideal for the position, based on the Job Description and Person Specification. Please send this to: simone@leedscf.org.uk.