**Information for Applicants**

**Accounts Assistant – Maternity Cover**

**Hours:** 30-37 hours per week

**Contract:** 9 – 12 months to cover Maternity Leave

**Starting salary:** £ 19,554 (pro rata for part time)

**Base:** St Clements, 2-16 Colegate, Norwich NR3 1BQ

**Holiday entitlement:** Starting at 28 days per annum, increasing with length of service up to 31 days per plus designated bank holidays. Holiday entitlement is calculated pro rata for part time employees.

**Pension Scheme:** Contributory scheme in place

**DBS Check Required:** No

**Closing date:** Friday 11th October 12 NOON

**Interview date:** 16th – 18th October 2019

**Preferred start date:** 28th October 2019

Voluntary Norfolk aims to promote equality of opportunity and welcomes applications from diverse candidates with the right mix of talent, skills and potential.

We will collect and process the personal data you provide on this application form and any other supporting documentation you submit in order to administer the recruitment procedure for the above role. Further information can be found in our *Privacy Notice for Job Applicants*, which is available on our website [www.voluntarynorfolk.org.uk/about/privacy-policy](http://www.voluntarynorfolk.org.uk/about/privacy-policy)

Applicants are specifically advised to refer to both the job description and the person specification when completing section 6 of the application form.

Applicants are asked **not** to attach a CV to their submitted application form, or to enclose copies of references.

For further information about this post please contact

**Julia Corbett- julia.corbett@voluntarynorfolk.org.uk**

Please return completed applications to: Julia Creusson

Resources & Facilities Manager

Voluntary Norfolk

St Clements House

2-16 Colegate

Norwich

NR3 1BQ

Or by email to: hr@voluntarynorfolk.org.uk

*Please be advised that only applicants shortlisted for interview will be contacted.*

Thank you for the interest you have shown in this post, we look forward to receiving your completed application.

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**Introduction to Voluntary Norfolk**

From its earliest beginnings in 1969 Voluntary Norfolk has supported and encouraged active volunteering to help keep our communities vibrant and enable people to thrive. Over time, our charity has grown in size and scope, but fundamentally, this goal has always been at the heart of what we do and what we are about. Alongside our delivery of some key direct services, it is what we are best known for and the area in which we have built the strongest reputation.

Aligned to this is the pride we take in supporting Norfolk’s voluntary and community organisations, they are the heartbeat of local community life, helping keep Norfolk’s communities vibrant and healthy. Our commitment is to continue this support, playing our part in making communities ever more caring and resilient – places where people are better able to adapt and respond well to changes in the world about them.

*Our mission is to lead voluntary action to build stronger communities where people are able to work together to improve their lives and fulfil their ambitions.*

To achieve this we aim to:

* Inspire and enable local people to volunteer and help others in their communities
* Support the development of community groups, charities and social enterprises and enable them to thrive
* Drive a partnership approach with the voluntary and public sector to deliver integrated and sustainable services
* Deliver innovative voluntary services to improve the health, wellbeing and the employability of local people

Delivering services in partnership is central to our approach and we work closely with the

Norfolk Community Health & Care NHS Trust and North and South Norfolk NHS Clinical Commissioning Groups to deliver integrated volunteering projects within community hospitals and health volunteer programmes within the community. We also deliver a volunteer driver programme to support non-emergency patient transport services.

Voluntary Norfolk is lead partner for Carers Matter Norfolk (CMN) a carers-led service providing support to unpaid carers. This is delivered in partnership with Carers Council for Norfolk, FamilyCarersNet Ltd and Norfolk & Suffolk Care Support Ltd.

Voluntary Norfolk is also the lead partner for Better Together, a contract with Norfolk County Council to deliver a service in Norwich, Great Yarmouth and South Norfolk NHS Clinical Commissioning Group areas, to combat loneliness and social isolation. Other partners include Independence Matters, Access Community Trust, Home-Start Norfolk, Opening Doors, Feedback Mental Health and Carers Council for Norfolk.

We deliver community development and skills support work in Great Yarmouth as part of the Neighbourhoods That Work (NTW) partnership initiative, which aims to connect local communities to the benefits of economic growth by increasing community resilience. NTW is led by Great Yarmouth Borough Council and we work alongside six other partner organisations, Business in the Community, DIAL Great Yarmouth, Future Projects, Great Yarmouth Refugee and Outreach Support Limited, Great Yarmouth and Waveney MIND and Great Yarmouth College.

We also work in partnership with the Norwich City Council to support digital inclusion, through the deployment of volunteers.

In Norwich and Kings Lynn we deliver Talent Match, a Big Lottery funded programme to tackle youth unemployment and we are a partner in the East Coast College led ESF-BLF Community College project, supporting long term unemployed adults to help them move closer to employment.

Voluntary Norfolk is one of three local VCSE infrastructure providers, working in partnership to deliver the county’s sector support service, we do this by:

* Providing a coordinated programme of training, information and policy updates
* Encouraging a whole systems approach to volunteering and community participation
* Facilitating engagement between public services and the voluntary and community sector

Through our online volunteering platform we provide a volunteer matching service for the VCSE sector, advertising over 600 volunteering opportunities each year; we also deliver capacity building support through volunteering training.

We also provide services in Norfolk through:

* CBR Business Solutions - providing outsourced HR, payroll and Disclosure and Barring Service record checks to a membership of over 200 local voluntary and community organisations.
* Momentum (Norfolk) - supporting high quality services to young people and strengthening local youth services.

Voluntary Norfolk employs 70 plus paid, mainly part-time, members of staff, who are based in Norwich, Great Yarmouth, South Norfolk, North Norfolk and West Norfolk, and are supported by over 600 volunteers.

Voluntary Norfolk is a strictly no smoking employer.

Voluntary Norfolk is a company limited by guarantee (Registration No. 5616120) and a registered charity (Registration No 1112017) with an elected Board of Trustees.

Voluntary Norfolk’s headquarters are located at: St Clements House

2-16 Colegate

Norwich

NR3 1BQ

Telephone: 01603 614474

Further information about Voluntary Norfolk can be found on our website:

[www.voluntarynorfolk.org.uk](http://www.voluntarynorfolk.org.uk)

**Voluntary Norfolk**

**Job Description for Accounts Assistant**

### Title: Accounts Assistant

**Line manager:** Head of Finance

**Task Manager:**  Accounts Manager

**Main Tasks:**

**Purchase ledger**

Ensure invoices are supported by a completed purchase order, are approved in accordance with agreed procedures and coded. Post invoices to ledger, reconcile supplier accounts, run payments lists and arrange payment.

Maintain efficient filing system for all stages of invoice processing.

**Sales Ledger**

To construct and send all sales invoices and to ensure prompt settlement by exercising credit control procedures including sending monthly statements.

**Cash book**

Update SAGE ledger daily from bank transaction reports for income and expenditure. Reconcile bank account.

Maintain analysed excel cash books for the main account and the payroll bureau account.

**Other**

To support the Accounts Manager and the Head of Finance as required in the carrying out of their duties.

To generally be helpful to other staff regarding finance queries.

PERSON SPECIFICATION:

(Essential and Desirable) E or D

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| **Experience and Qualifications** |  |
| A relevant professional qualification or studying towards the same or significant vocational experience in a similar role | D |
| Experience in using Sage Line 50 accounting programs | D |
| Experience in dealing with purchase and sales ledgers | E |
| Ability to demonstrate good standard of numeracy and literacy | E |
| Experience in managing Petty Cash | D |
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| **Skills Knowledge** |  |
| Proficient in the use of SAGE, Microsoft Excel, Word, Outlook | D |
| Ability to work on own initiative | E |
| Excellent interpersonal skills | D |
| Ability to follow processes with good attention to detail | E |
| Excellent written and communication skills | E |
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| **Personal Attributes** |  |
| Client focussed approach | E |
| Reliable | E |
| Ability to maintain confidentiality | E |
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| **Other requirements** |  |
| Able to work to deadlines | E |
| Organised  | E |