**FINANCE ASSISTANT**

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**Actual salary: £12,480 - £14,560 (£12 - £14/h, depending on experience)**

**Hours: 20 hours per week**

**Contract Type: Permanent**

**Location: ICOS, 14 Foyle Street, Sunderland, SR1 1LE**

**Reporting to: Manager**

***International Community of Sunderland (ICOS) is seeking to employ an enthusiastic and proactive Finance Assistant to ensure successful delivery our finance functions.***

**We offer:**

**-Flexible hours to be agreed with you**

**-Opportunity to grow and training**

**-Working as part of a friendly and supportive team**

**-Access to free counselling**

**-A progressive holiday package, with the number of paid holiday per year increasing with the services**

**-We are a Living Wage Employer. Your salary will increase every year, at least with line with the living wage, as set as the Living Wage Foundation**

**-Paid breaks**

ICOS supports migrant and minoritized communities in the North East of England through advocating for their rights and creating opportunities. Our work includes supporting people to access benefits, services, welfare and employability, as well as getting people together and empowering them.

You will support all financial aspects of our work, including dealing with volunteer and client expenses, as well as financial reporting and reconciliation, projections, holiday entitlements, annual reporting and accounts, and project reporting. You will also be responsible for liaison with

Applicants should be able to evidence experience of finance work of at least 1 year, and at least a level 2 AAT qualification, or equivalent. You should have excellent communication skills. With excellent literacy, numeracy and IT skills (especially concerning MS Excel). You will have good attention to detail skills.

Applicants should be empathetic and have excellent organizational skills, attention to detail, as well as have an understanding of equality and diversity, as well as antiracism.

As an integral and vital part of the ICOS team you will be responsible for working closely with the project manager.

**For an application pack - CV’s not accepted:**

* Email us at: [office@icos.org.uk](mailto:office@icos.org.uk)
* Download details from our website at <https://icos.org.uk/join-our-team/>

**For more information and to request an application pack please contact:** office@icos.org.uk, 07596538482

* **CVs will not be accepted.**
* **Completed applications can be sent by email to Michal Chantkowski, Manager at michal@icos.org.uk**

**Role description: International Community Organisation of Sunderland (ICOS)** is seeking to appoint a Finance Assistant.

**Background information:**

**I**nternational Community Organisation of Sunderland (ICOS) exists to improve the quality of life of migrant and minoritized people in the North East and to enhance community cohesion and intercultural understanding in this area.

We focus on those who lack access to information and services to ensure equal access.

We have particularly strong links to the Eastern European community, but we have also successfully worked with refugees, asylum seekers and minoritized people born in the UK.

Currently, most of our work is delivered in Sunderland and the surrounding area.

Our approach is to focus on both- assets of our community, as well as the issues that our community faces. While we are committed to supporting those in crisis, we strongly believe that it is our duty to prevent crisis.

We:

1. Connect people to opportunities

2. Defend people’s rights

3. Bring people from different cultural backgrounds together

In order to fulfil our mission, we provide the following activities:

-Information, Advice, Guidance and Advocacy work (individual casework) in a wide range of diverse areas, from employability to welfare rights

-Volunteering opportunities

-Cultural activities

Our values are:

-Justice

-Equality

-Involvement

-Connectedness

-Commitment

*Our motto is: Advocating for rights, Creating opportunities*

**Specific responsibilities:**

1.Supporting the financial and administration functions of the project to ensure project staff can undertake their duties.

4.Supporting the manager and the learning and sharing officer in reporting activities to the board of trustees and the funders.

3.Note taking at meetings, collating and distributing documents.

5.Day to day and regular financial reporting and maintaining relevant financial records

6. Reconciliation

6.Ensuring data protection and GDPR rules are adhered to.

7.Liaison with self-employed contractors (including interpreters), reconciliation, purchasing and invoicing.

8.Maintaining paper and digital registration records of project beneficiaries.

9.Paying out project expenses- making refunds, including participant expenses and volunteers’ expenses.

**Personal specification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category/requirement:** | **Essential (required):** | **Desirable (good to haves):** | **Confirmed through:** |
| Skills/abilities: | -Excellent literacy and numeracy skills  -Attention to detail skills  -Excellent written and oral  -Communication skills, including over the phone  -Ability to work on their own initiative and as part of a team  -Ability to prioritise workload and handle multiple tasks and complete them efficiently  -Good people  management skills to motivate and inspire a small team  stakeholders | -An understanding of data analysis  -Experience of working with volunteers  -SORP / charity accounting practice | Application form |
| Experience: | -Finance experience (at least 1 year)  -maintaining financial records  -maintaining and updating  client/beneficiary records  -Collating and distributing documents  -Financial projections  -Bank reconciliations  -Annual accounts  -Financial projections | -Note taking/minute taking  -Experience of payroll  -Experience of projects within the voluntary and community sector  -Experience of dealing with funder audits and reviews    -Experience of safeguarding procedures and processes and working with vulnerable adults  -Experience of working with people for whom English is their second language  -SORP / charity accounting practice | Application form / interview |
| Qualifications | 5 GCSE’s A-C (including English and Maths) or equivalent  -A level 2 AAT qualification or equivalent  -a good general standard of education including literacy and numeracy skills | -ITQ Level 2 or higher (formerly ECDL) qualification or equivalent | Application form |
| Knowledge | -IT literacy, proficiency with Microsoft Office, especially Microsoft Excel  -Finance  -Purchase ledger and reconciliation | -Knowledge of GPDR and data protection legislation  -An understanding of key local and regional projects supporting BME communities and vulnerable people  -Experience of safeguarding clients and staff  -Simple graphic designs/creating posters  -Non- financial administration | Application form |
| Personal qualities | -Able to relate to those who have suffered through modern slavery or workplace exploitation  -Able to use apply professional judgement and discretion when balancing conflicting needs and priorities  -Empathy and understanding  -Honesty and integrity  -Flexible  Organised with a good attention to detail  -Has a bold, ‘can-do’ attitude  -Passion for the charity sector  -Disciplined at managing own time and workload  -Values collaboration and is able to give and receive feedback  -Attention to detail skills  -Creative and resilient  -Team worker |  | Interview |
| Other | DBS certificate (current) or willing to obtain (paid for by the employer) |  | Application |

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**CVs will not be accepted.**

**Completed applications can be sent by email to Michal Chantkowski, Project Manager at michal@icos.org.uk.**

**Deadline for applications: 29/07/2024, 5pm.**

**No applications will be accepted after this point.**

**Interviews will be held during the week commencing 05/08/2024**