

## **Changing Faces**

### **Job Description: Finance Assistant (part-time - 12 hours a week)**

*Changing Faces* wishes to appoint a part-time Finance Assistant to support the Finance Officer with increasing demand owing to expanding activities of the charity.

#### **Background to the Finance Assistant's job**

*Changing Faces'* mission is to work for a better and fairer future for people who have disfigurements to their face or body from birth, accident or disease, and their families. It is the UK's leading disfigurement charity, based in London and with offices in Wales, Scotland and Northern Ireland. The charity's annual income is c.£1.3 million and it has a 30-strong team of specialists – counsellors, teachers, trainers, policy and communication experts.

**The charity aims to support and represent people with disfigurements in the UK and around the world to achieve their full potential, receive excellent health, education and employment opportunities and be fully included in their society.**

Our focus is on the psychological and social impact of disfigurement on the life of anyone who experiences it – and we are committed to enabling everyone, whether or not they have a disfigurement, to face it with confidence. In today's increasingly appearance-conscious world, our ethos is that it is perfectly OK to look 'different' – and indeed, anyone who does has every right to be accepted, supported and included in all aspects of life.

We have three Programmes:

1. **CARING**: our Adult Service and Children and Young People's Service teams build the self-esteem and self-confidence of children, young people and adults (and their families) who contact the charity to meet the challenges they face
2. **ACTING AS A CATALYST**: Our Professional Advisory team informs and trains professionals in health and social care, education and in the workplace to promote improved psycho-social care, inclusive schools and colleges and prejudice-free employment and customer services for people with disfigurements
3. **CAMPAIGNING**: Our Campaigns and Communications team works with the general public, the media and cultural opinion-formers to promote face equality principles and bring about changes in attitudes and behaviours that limit the life prospects of people with disfigurements

Our UK Network of Officers in Wales, Scotland and Northern Ireland, and shortly in the England regions, contribute to and support all aspects of the charity's work, and all our work is supported by our Fundraising and Operational Support teams.

#### **Job Responsibilities**

The Finance Assistant will assist the Finance Officer in the following areas:

- Accurate data entry on the charity's SAGE accounting software, Sage Line 50
- Implementation of existing procedures for accurate recording of incoming funds including banking
- Implementation of existing procedures for accurate recording of expenditure including invoices, orders for publications, petty cash, debit card payments

The Finance Assistant may be required to assist the charity's Finance Volunteer in the following areas:

- Recording of donations on the database
- Gift Aid tax reclaims from HMRC

### ***Accountability***

The Finance Assistant is accountable to the Head of Operational Support. Day-to-day task allocation will be given by the Finance Officer.

### **Personal Specification**

The Finance Assistant is required to be able to demonstrate:

#### ***Professional characteristics***

##### Essential

- Working knowledge of book-keeping/accounting software, preferably Sage Line 50 or similar
- Good understanding of book-keeping principles
- Proven ability to use the Microsoft Office suite and, preferably, Lotus Notes

##### Desirable

- A financial qualification of some description (eg: NVQ, Diploma)
- Experience of working in a financial capacity in a charity or voluntary sector organisation

#### ***Personal characteristics***

- High levels of accuracy and attention to detail
- Proven integrity with sensitive and confidential information
- Proven track record as a self-starter able to work on own initiative and within a team
- Thoroughly well-organised and able to cope effectively under pressure
- Proven ability to manage work and cope with competing priorities
- Excellent communication skills both orally and on paper

### **Salary and terms of employment**

The role is part-time, 12 hours a week (0.32 wte). The salary is on Changing Faces Grade F starting at £21,700; pro rata for 0.32 wte is £6,944.

The employment will be based on: normal hours of work (37 hours basic) based in London, 25 days holiday, a pension contribution for those with the charity longer than 2 years, and standard sickness and absence conditions. The appointment will be subject to our usual 6-month probationary period.

Hours can be flexible but some overlap with the Finance Officer (who normally works Monday-Thursday) will be essential in the first instance.

The Finance Assistant will be based at the charity's HQ, the Squire Centre, 33-37 University Street, London WC1E 6JN.

### **Application procedure**

Applicants should complete the Application Form and return it together with their CV by **12 noon on Friday 27th November 2009**. Short-listing will be carried out by assessing how candidates meet the criteria listed in the Person Specification.

Two Referees should be named but will be contacted only with applicants' explicit consent, after any interview.

Short-listed candidates will be notified on **Tuesday 1st December**. Please ensure you have included a contact telephone number for that day on your Application Form.

Interviews will be held on **Thursday 3rd December** at Changing Faces' offices, The Squire Centre, 33-37 University Street, London WC1E 6JN. We will attempt to be flexible in the case of holidays.

*Changing Faces* is striving to be an Equal Opportunities employer. Because of our limited resources, *Changing Faces* cannot undertake correspondence or telephone discussions about this post.

November 2009