



## **Finance Assistant**

### **Part time – 7.5hrs per week**

An entry finance level role would suit a person currently in the process of gaining AAT qualifications or the equivalent.

Are you looking for a job where what you do makes a difference to people?

Do you want to work for an organisation that aims to make inclusion a reality for all people with a learning disability and autistic people?

If yes, then we would love to hear from you.

We are an office team who work together to support our project teams in the North East and Yorkshire and Humber, our Board of Directors and our Advisory Council.

We currently have an exciting opportunity someone to join our team as a finance assistant with the brilliant option to work flexible hours and days, between Monday and Friday.

The job is home based with occasional visits to the Leeds Inclusion North Office and to meetings in the North East and Yorkshire and Humber.

### **A bit about Inclusion North:**

Inclusion North exists to make inclusion a reality for all people with a learning disability, autistic people, and their families. We work together to change society so that everybody can have a good life and be a valued member of society.

Our work raises awareness of the barriers to inclusion for people with a learning disability autistic people and their families, and we work to remove those barriers by including people, the organisations that support them, and local communities in our work. Together we share a vision and a passion for inclusion and we work hard to put this into practice.

We work with a range of organisations to support them to improve their inclusive practice and to really hear the voice of people with a learning disability, autistic people and their families in their work.

We work regionally and nationally to connect people, to solve problems and to share learning. We are part of bigger pieces of work that affect the whole country and use what we know to try to influence change.

We also operate an [Expert Hub](#) which is made up of people with a learning disability, autistic people, and family carers all with relevant experience. Expert Advisers take part in Care (Education) and Treatment Reviews (C(E)TR) across Yorkshire and Humber, Derbyshire and the North East and are also involved with other pieces of work at Inclusion North.

Find out a bit more about [Inclusion North](#)  
Find us on Twitter @InclusionNorth and Facebook

### **What we can offer you:**

At Inclusion North we are a supportive team who work across two big regions of the country: the North East and Yorkshire and Humber. The way we work enables us to be creative and dynamic and no one day is like another.

Our work is very diverse and changes over time, reflecting the challenges that people with a learning disability, autistic people and their families are facing.

We take the lead on big, innovative projects and we are all empowered in our jobs to use our initiative and make change happen.

There will be an opportunity to learn new skills as part of ongoing career development.

- You will have access to your own training budget which will give you the creativity and freedom to manage your personal and professional development.
- You will receive a full induction and regular supervision from your line manager and work within a small supportive team.
- You will receive 27 days holiday plus bank holidays pro rata per year, with additional gifted days over the Christmas period.
- A working from home allowance is paid and all work-related travel will be reimbursed.
- There is a generous 6% matched contribution pension scheme for all staff.
- The relevant equipment to work from home following a risk assessment.

### **Other relevant information**

The role is based in the West Yorkshire area , working from home - You need to live in this area to do the job because you will need to meet with the Office Manager on a regular basis.

Any travelling you do for the job will be paid for through our Expenses Policy.

We expect people to use public transport or their own car if they can, instead of taxis.

Hours can be worked flexibly during the week.

## Job Description

<b>Job Title:</b>	Finance Administrator
<b>Location</b>	Home based, in Leeds
<b>Salary:</b>	The salary is £21,306.35 Full Time Equivalent  This job is 7.5 hours week - Actual salary is £4,261.27.
<b>Accountable to:</b>	Office Manager
<b>Hours of work:</b>	7.5 hours a week
<b>Type of contract</b>	<b>Permanent</b>

### Key responsibilities:

Work with the Office Manager to ensure the processing of day to day financial payments and sales invoices and the maintenance and updating of appropriate records.

Tasks will include:

- Paying purchase invoices and correctly recording these on Sage accounting system and inhouse excel records.
- Keeping records of fixed assets and other equipment purchases.
- Creating monthly customer invoices.
- Updating the deferred income and expenses and reconciliation at month end.
- Assisting with payroll in the absence of the Office Manager.
- Any other financial recording support as and when required.

## Person Specification

The skills and abilities you need

- Flexible and supportive.
- Creative problem-solving skills.
- Accessible communication skills.
- Able to use initiative at times and to be part of the team.
- Thorough attention to detail.

The Knowledge and experience you need

- Experience of sage accounting software.
- High levels of accuracy and speed when using Microsoft packages, and web-based systems.
- Experience of accurate recording of financial information.
- Experience of working with professionals and building strong working relationships.

Personal attributes

- Friendly, helpful, positive and enthusiastic.
- Self-motivated, hardworking and determined.
- Able to use your own initiative, being creative and finding solutions to problems.
- A strong belief in equality and rights for everyone no matter who they are.

Other requirements	<ul style="list-style-type: none"><li>• Ability to travel occasionally regionally to team meetings.</li></ul>
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## **Recruiting Ex-Offenders Policy**

Inclusion North is committed to creating equal access to opportunities for employment while continuing to base selection and promotion solely on ability to meet the requirements of the post. This is irrespective of race, colour, ethnic and national origins, religion, disability, gender, sexuality, age, marital status, responsibility for dependants, economic status, political values, or offending background.

With some exceptions, having a criminal record will not necessarily bar an individual from working with us in either a paid or unpaid capacity. This will depend on the nature of the position sought and the circumstances and background of the offences.

As an organisation using the Disclosure and Barring service to assess applicants' suitability for positions of trust, Inclusion North complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly.

A Disclosure is only requested for those positions where it is considered both proportionate and relevant to the position concerned. Because of the nature of Inclusion North's work all checks will be at Enhanced level.

Where Disclosure forms part of the recruitment and selection process, applicants will be asked to provide details of their criminal record at an early stage. This would be declared on the relevant section on the application form and at interview. We guarantee that this information will only be seen by those who need to see it as part of the recruitment and selection process, e.g. recruiting manager, administrator.

Unless the nature of the position allows Inclusion North to ask questions about an applicant's entire criminal record, i.e. posts exempt from the Rehabilitation of Offenders Act 1974 (ROA) such as those involving working with children or Vulnerable Adults, we only ask about "unspent" convictions as defined by the Act. A conviction becomes "spent" after a rehabilitation period during which time there have been no further convictions, e.g. a sentence of imprisonment of between 6 months and 2½ years has a rehabilitation period of 10 years. A conviction carrying a sentence of more than 2½ years in prison can never become "spent".

At interview, or in a separate discussion, there will be an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. The outcome of this will be recorded in brief and a copy kept on the individual's personnel file with a recommendation for appointment if relevant. If appointment is not recommended the recruiting manager will discuss/agree this with the Director before a final decision is made.

Factors to be taken into account include: -

- Is it a 'spent' offence?
- The nature of the offence
- It's relevance to the post, position, or profession in question
- How long ago the offence took place
- The person's age at the time
- Whether it was an isolated offence or part of a pattern of offending
- What is known about the person's conduct and character before or since

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Please note that failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.**