

## FINANCE ASSISTANT

**Job Title:** Finance Assistant

**Place of work:** Liverpool City Centre

**Hours of Work:** 37.5 per week to be worked flexibly to meet the requirements of the organisation

**Salary:** £24,000

**Contract type:** Full time, permanent

**Benefits:** 27 days annual leave (ex. Bank Holidays), flexible working opportunities, workplace pension, Childcare Voucher scheme, quarterly staff socials and away days, subsidised city centre parking, holiday buy back scheme, annual reading material allowance

**Reports to:** Finance Manager

**Effective from:** Immediate

### About the Job

Capacity: The Public Services Lab wishes to appoint an experienced Finance Assistant to work closely with the Finance Manager and the team to deliver financial services both internally to Capacity, and externally to clients. The successful candidate will be responsible for providing bookkeeping and payroll services to Capacity and will work with external clients offering bookkeeping support. In addition, the Finance Assistant will be involved with budgeting processes, analysing and interpreting large data sets to give useful outputs and will be responsible for ensuring the accurate production of accounts and reports.

This role will require you to integrate within a number of teams, both within Capacity and within other organisations. You must be hands on, willing to interrogate accounting records and add value to the organisations Capacity works with.

### Capacity: The Public Services Lab

Capacity: The Public Services Lab is an exciting collaboration between Catch22, Interserve, Big Society Capital and Amberside Advisors. The idea behind Capacity is to create a space through which public services can be re-imagined. The new economics make it clear that business as usual is no longer possible and that public bodies will need to think very differently about how they ensure the delivery of high quality public services.

Over the last 30 years, people-facing public services have become increasingly bureaucratic, hard to access, and removed from the communities they are designed to serve. This has contributed to stubbornly poor outcomes, driving spiralling costs as service users continue to develop more acute needs that could have been prevented. With conditions in many of our communities worsening, and demand for services soaring there is a need for fundamental improvement.

Solving this requires more human, user-focused services that are better able to deliver end outcomes. We believe that the voluntary and community sector can help to drive this improvement with

preventative and personalised interventions along with vibrancy, innovation, relationships, social purpose, volunteers and access to communities. It is equally vital that this is done in collaboration with commissioners for services designed around achieving outcomes.

### Main Responsibilities

1. Maintain internal accounts for Capacity, including purchase ledger, sales ledger, bank reconciliations and chasing of overdue debts
2. To work with clients to review and improve their processes
3. To work with clients to maintain their accounts and provide finance support as needed
4. Assist with migration of data if a new finance system is to be installed
5. Provide the management team with ad-hoc reports from the accounting system
6. Assist with financial analysis
7. Assist with the year end audit
8. Potential to expand the role into payroll services

### Organisational Accountabilities

Capacity’s vision is a culture of collaboration, where commissioners, investors, companies and not-for-profit groups work together to achieve more with less and instigate significant change – creating solutions to achieve the very best results and the most sustainable value, across all of our public services. Through this we want everybody to have a good place to live, a purpose and good people around them to offer support.

To support this vision, you will be expected whilst working within Capacity: The Public Services Lab to be:

- Motivated to achieve success and inspire others to do so in a positive manner.
- Take strategic action to resolve situations and learn from challenging experiences.
- Work collaboratively in order to ensure that Capacity’s strategic direction core values and strategic objectives are achieved.
- To make sure that you read, are familiar with, and follow all Capacity policies and procedures.
- To uphold the Capacity equal opportunities policies and practices in carrying out your main responsibilities.
- To undertake any other duties which, can be reasonably expected of you within the level of your job.

### Person Specification

Criteria	Essential (E) Desirable (D)
Qualifications & Experience:	<ul style="list-style-type: none"> <li>• AAT experience and / or 5 years’ experience in a similar finance role E</li> <li>• Experience of using accounting systems, Xero or similar E</li> <li>• Experience of working within a small finance team E</li> <li>• Experience of processing payroll using payroll software D</li> </ul>

Skills & Abilities:	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Ability to manage own workload</li> <li>• Advanced Excel skills preferable, including analysing large data sets</li> <li>• Strong interpersonal skills with the ability to interact with various teams within multiple organisations and adapt to their styles</li> <li>• Excellent organisational skills</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Personal Attributes:	<ul style="list-style-type: none"> <li>• Socially minded with a strong sense of social justice</li> <li>• Professional manner and attitude</li> <li>• High standards of honesty, integrity and openness including recognising sensitivities and acting with discretion</li> <li>• Hardworking, organised and enthusiastic</li> <li>• Capable of performing under pressure</li> <li>• An understanding of the challenges facing the Third Sector and understanding how the sector differs to others you may have worked in</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
Additional work requirements:	<ul style="list-style-type: none"> <li>• A Full UK driving license</li> </ul>	<p>D</p>