Bristol Mind

35, Old Market Street

Bristol

BS2 0EZ

Tel. 0117 9800370

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director@bristolmind.org.uk



28 April 2020

Dear Applicant

Thank you for your interest in this post of Finance Officer at Bristol Mind. We are looking to recruit someone with the enthusiasm, commitment, and skills to support the development of the organisation. The purpose of the role is to lead on day-to-day financial administration. This role enables Bristol Mind staff, volunteers, and outside groups to continue to provide good quality services in an accessible and effective way by ensuring the efficient running of the organisation’s finances.

Please find below a job description, person specification and application form (or download from [www.bristolmind.org.uk](http://www.bristolmind.org.uk)). Completed application forms should be sent to **admin@bristolmind.org.uk,** Please ensure you address all the points of the job description.

Closing date for applications is **22 May 2020**

Interviews will be held on **29 May 2020**

If you would like to have an informal discussion about the post before applying, please call me on **07854 508252.**

Best wishes

Tony Whitlock

Treasurer

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Job Description

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| **JOB TITLE** | Finance Officer |
| **REPORTING TO** | **Finance Manager** |
| **SALARY** | NJC point 18-19 £24,657 - £26,470 pro rata dependent on experience + 6% pension |
| **PERIOD OF CONTRACT** | Permanent |
| **WORKING HOURS** | Part time 28 hours per week |
| **ANNUAL LEAVE** | 25 days per annum pro rata + Bank Holidays |

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| **JOB PURPOSE** | To lead on the day-to-day financial administration of Bristol Mind, ensuring all financial data is accurate and contemporaneous and that all financial transactions in and out of the organisation, including payroll, are processed in a timely manner. |

**Key responsibilities:**

1. Check, process and record all payments; raise and administer invoices; code items to agreed budgets using appropriate accounting software.
2. Monitor and reconcile petty cash.
3. Process staff expenses and reimburse in a timely manner.
4. Reconcile transactions on finance system and bank statements and ensure all accounts balance.
5. Monitor income and ensure the Director and Finance Manager are updated of any cash flow changes
6. Liaise with the Finance Manager and Director to assist in the preparation of financial reports.
7. Assist in the preparation, monitoring, evaluation and analysis of a range of financial information including annual and project budgets, annual accounts information, monthly monitoring information and ad hoc financial information.
8. Provide financial and systems advice to staff.
9. To be responsible for ensuring all paper and electronic finance records are managed and stored safely at all times.
10. Liaise with Bristol Mind’s payroll provider to ensure payroll and pension data, including starter changes etc. are provided to the provider in an accurate and timely manner.
11. Attend regular team meetings and be involved in organisational working group as required and as appropriate to role and responsibilities.

**Additional responsibilities:**

Work towards and promote equal opportunities in all areas of work.

Undertake any other duties within the nature and level of responsibility of this post.

The post holder will be expected to:

* To adopt a team approach and be a proactive team member
* To engage in training and professional development commensurate to the role
* Receive regular supervision
* Work occasional evenings
* Adhere to Bristol Mind policies and procedures i.e. Confidentiality, Equal Opportunities.
* Undertake any other duties within the nature and level of responsibility of this post

**Personal Specification:**

**Essential experience:**

* AAT qualification or relevant NVQ level 3 qualification or experience that demonstrates equivalent knowledge.
* Demonstrable practical experience in a financial environment.
* Experience maintaining financial systems.
* Experience using spreadsheets, databases and financial information systems.
* Experience of customer/ supplier relationship management in a financial setting.
* Experience of setting up and developing databases, gathering data and producing statistical reports in an informative and concise manner.
* Experience working in a busy office environment.

**Desirable experience:**

* NVQ 2 in Business Administration or equivalent.
* One year’s post qualifying experience in a similar role.
* Knowledge of mental and emotional health issues gained through personal or employment experience

**Skills and knowledge:**

* Excellent working knowledge of Excel software.
* Good working knowledge of Quick Books accounting software or a similar package.
* Good numeracy and literacy skills
* Excellent IT skills.
* The ability to work with and respect confidentiality at all times.
* Excellent communication and interpersonal skills.
* Excellent organisational skills and the ability to prioritise and manage a demanding workload.
* The ability to maintain efficient record keeping/ management systems, providing accurate records and reports as required.
* The ability to work independently, problem solve and show initiative.
* Excellent communication and interpersonal skills
* Ability to prioritise work and work to tight deadlines
* Ability to direct other people’s work, work flexibly as part of a team, and on own initiative
* A commitment to equal opportunities
* The ability to work in ways that are co-operative and can empower others
* An awareness of the potential issues and effects of emotional distress
* An appreciation of the demands of working for a small organisation

APPLICATION FORM (Part 1)

|  |  |
| --- | --- |
| **POST APPLIED FOR:** |  |

**The first two pages will be detached on arrival and will not be seen by the Selection Panel unless** **you are invited to Interview.**

##### Please complete in black ink or type.

|  |
| --- |
| PERSONAL DETAILS **Full Name: Mr./Ms/Mrs./Miss/other.**  **Address:**  **Email:**  **Post Code:**  **Tel. No. home: work:** |

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| --- |
| **REFEREES**  **Name:**  **Address:**  **Email:**  **Tel no.: Relationship to you:**  **Name:**  **Address:**  **Email:**  **Tel no. Relationship to you:** |

**Are you related to anyone currently involved with Bristol Mind either paid staff, or a member of the Executive Management Committee?**

**Have you had any involvement with Bristol Mind in a paid or unpaid capacity?**

|  |
| --- |
| Bristol Mind believes that ex-offenders, like every other applicant, should be considered for paid/voluntary work on the basis of their commitment and ability to do the job. However, paid and volunteer staff will be required to work with groups of people deemed vulnerable by the Rehabilitation of Offenders Act 1974. Due to the nature of the job, this post is exempt from the Rehabilitation of Offenders Act 1974.  Do you have any criminal convictions, which you feel we need to know about? YES / NO  Please declare all criminal convictions, which relate to the handling of finance, fraud, or thefts or crimes against persons. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check. |

If called for interview, are there any access issues or other factors, which would ensure it is comfortable and accessible to you?

###### All the information I have given here is true. I understand that if have made a false statement, any subsequent offer of, or contract of employment may be withdrawn. I consent to the use of all this information for considering my application, and understand that:

* It will be treated confidentially at all times in accordance with the 1998 Data Protection Act
* If I am successful it will form part of my personnel records
* If I am unsuccessful the information will be destroyed after six months

**Signed Date**

##### APPLICATION FORM (Part 2)

|  |  |
| --- | --- |
| **POST APPLIED FOR:** |  |

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| --- |
| **CURRENT OR MOST RECENT PAID / UNPAID EMPLOYMENT**  **Employer**  **Address**  **Post Title**  **Key Duties / Responsibilities**  **Date started Period of notice required / Date finished** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **QUALIFICATIONS & TRAINING RELEVANT TO THIS POST (most recent first)** | | | | | |
| **Subject** | **Qualification** | | **Place of Training** | | **Dates** |
| **PREVIOUS PAID / UNPAID EMPLOYMENT (most recent first)** | | | | | |
| Employer Name & Address | | **Post & Brief Outline of Duties** | | **Dates** | |

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| **FURTHER INFORMATION**  **Why you are interested in this post, and what skills and experience do you think you could bring to it? Please tell us about any relevant experience you have acquired. This may be from current or previous jobs, but also be from community/voluntary work, experiences gained in the home or through leisure interests. Please address the Person Specification points in this section.**  **FURTHER INFORMATION (continued)**  **Please continue on additional sheets if necessary.** |

##### Please do not send any CV’s with this application

**Please return the completed application form to:**

**Bristol Mind, 35, Old Market Street, Bristol BS2 0EZ marked Job Application**

Bristol Mind   
Equalities Monitoring Form

Please be assured that this information is held anonymously and cannot be traced to you individually, nor will it be attached to your application.

1. What is your ethnic group?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| White | Mixed or Multiple Ethnic Groups | Asian or Asian British | Black or Black British | Other Ethnic Group |
| British | White and Black Caribbean | Indian | African | Arab |
| Irish | White and Black African | Pakistani | African Somali |  |
| Irish Traveller | White and Asian | Bangladeshi | Caribbean |  |
| European |  | Chinese |  |  |
| Eastern European |  |  |  |  |
| Roma |  |  |  |  |
| Any other white background – please state: | Any other mixed background – please state: | Any other Asian background – please state: | Any other Black background – please state: | Any other ethnic group – please state: |
| Prefer not to answer | | | | |

2. How would you describe your gender?

|  |  |  |
| --- | --- | --- |
| Female | Male | Other – please describe: |
| Prefer not to answer | | |

3. Do you consider yourself to be Trans or as having a Trans history?

|  |  |
| --- | --- |
| Yes | No |
| Prefer not to answer | |

4. Which age band are you in?

|  |  |  |  |
| --- | --- | --- | --- |
| 18 - 24 | 25 - 34 | 35 - 44 | 45 - 54 |
| 55 - 64 | 65 – 74 | 75 + |  |
| Prefer not to answer | | | |

5. How would you describe your sexual orientation?

|  |  |  |
| --- | --- | --- |
| Bisexual | Gay man | Gay woman / Lesbian |
| Heterosexual / Straight | Other – please state: | |
| Prefer not to answer | | |

6. Do you have any past or current experiences of emotional or mental distress?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes, and I have used primary mental health services (referred by GP to counselling services etc, or prescribed medication) | Yes, and I have used secondary mental health services (specialist services such as hospital, crisis team, community mental health team) | Yes, and I have used tertiary mental health services (specific specialist services, secure hospitals, personality disorder services, hospital based eating disorder services) | Yes, and I have used non-NHS services |
| Yes, and I did not seek treatment | Yes, and I have used Bristol Mind services | No, but members of my family have | No |
| Prefer not to answer | | |  |

7. What is your religion or belief?

|  |  |  |
| --- | --- | --- |
| No Religion / Atheist | Buddhist | Christian |
| Hindu | Jewish | Muslim |
| Sikh | Other – please state: | |
| Prefer not to answer | | |

8. The Equality Act 2010 states that a person is considered to have a disability if they have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities. Do you consider yourself to be disabled?

|  |  |
| --- | --- |
| Yes | No |
| Prefer not to answer | |

9. If you answered ‘Yes’ to question 8, what is the nature of your disability?

|  |
| --- |
| Please state: |
| Prefer not to answer |