

# LIVERSAGE TRUST

## FINANCE ASSISTANT JOB APPLICATION PACK

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Please return your application in an envelope marked private and confidential and addressed to:

Charity Smith, The Liversage Trust, Board Room, London Road, Derby DE1 2QW

Or alternatively, you can email your application to:  
[info@liversagetrust.org](mailto:info@liversagetrust.org)

**CLOSING DATE: Noon on Monday 29 April 2019**

If, having reviewed the contents of this job application pack, you require further information; please contact Amy Greveson on telephone 01332 348155 or email:  
[amy.greveson@liversagetrust.org](mailto:amy.greveson@liversagetrust.org)

# LIVERSAGE TRUST

## JOB DESCRIPTION

### 1. JOB DETAILS

<b>Job title:</b>	Finance Assistant
<b>Annual salary:</b>	£13,670 (pro rata to £20,500 for 37.5 hours)
<b>Hours:</b>	25 hours – Monday to Friday, 9.30 am to 3.00 pm

### 2. JOB PURPOSE

1. To assist in the operation of the daily accounting systems for both Liversage Trust and Liversage Court.
2. To support the Finance Manager to produce relevant financial monitoring information, including monthly reports and yearly financial statements.
3. To provide office cover where necessary, and assist with the smooth day-to-day running of Liversage Trust.

### 3. REPORTING LINES

<b>Responsible to:</b>	Finance Manager or, in his/her absence, the General Manager.
<b>Responsible for:</b>	None.

### 4. PRINCIPAL ACCOUNTABILITIES AND ACTIVITIES

1. Manage the sales and purchase ledger including operation of invoices, posting on accounts system, month end procedures and reports.
2. Maintain and monitor the Trust's bank accounts, together with monthly reconciliation, in keeping with Trust procedures.
3. Review and update rental agreements / leases as required, including appropriate yearly rent review procedures.
4. Assist with payroll and administration, including ensuring that the payroll bureau has correct paperwork, new starter information and appropriate HMRC documentation.
5. Assist the Finance Manager in completing year end accounting tasks.
6. Maintain and reconcile Petty Cash, Card payments and Amenities Fund.
7. Maintain credit control systems to ensure prompt payment of suppliers.

#### 4. PRINCIPAL ACCOUNTABILITIES AND ACTIVITIES continued

8. Undertake debtor control measures on both commercial and residential rents, taking a proactive approach towards debt recovery.
9. Liaise with appropriate Liversage Court staff, residents and family members to ensure prompt and accurate information is shared in relation to care home fees.
10. Manage all Trust utility accounts, including reviewing charges, providing timely and accurate meter readings and updating and maintaining account details.
11. Support the Administration Assistant to administer agreed processes for charitable giving, including reviewing processes, documentation and dealing with application queries as required.
12. Assist the Assistant Manager to undertake tenant referencing and credit checks where required, including liaison with the Tenancy Deposit Protection Scheme.
13. Follow Standing Orders, Financial Regulations and all agreed accounting instructions and procedures, set out by the Trust.
14. Liaise with residents, all staff, the Trust's appointed accountants and auditors, other professional advisers, contractors, agencies and members of the public as necessary.
15. Ensure all personal information relating to staff and residents is treated in accordance with Data Protection requirements
16. Maintain records and prepare reports as required.
17. Provide office / reception cover as required, dealing with people both in person and on the telephone, and respond to email enquiries.

#### 5. FOR COMPLETION BY SUCCESSFUL CANDIDATE

I acknowledge that I have received a copy of this job description and accept that the accountabilities and activities attached to the job are as indicated. I understand that the job description is intended to give me an appreciation of the role and range of duties involved in the job. I accept that it is not exhaustive and will be reviewed from time to time.

**Signature:**

**Date:**

## LIVERSAGE TRUST

### PERSON SPECIFICATION

#### Finance Assistant

<b>JOB REQUIREMENTS</b>	
<b>Qualifications</b>	
<ul style="list-style-type: none"><li>• 5 GCSEs, or equivalent, including English and Maths</li><li>• A relevant professional Accountancy qualification</li></ul>	Essential Desirable
<b>Skills</b>	
<ul style="list-style-type: none"><li>• Highly numerate</li><li>• Excellent communication skills, both orally and in writing</li><li>• Skilled in use of Excel</li><li>• Proficient in use of internet, Microsoft Outlook, Word and Access</li><li>• Experience of analysing information</li><li>•</li></ul>	Essential Essential Essential Essential Desirable
<b>Experience and knowledge</b>	
<ul style="list-style-type: none"><li>• Experience of working in accounts</li><li>• Experience of using Sage Line 50 or similar accounting package</li><li>• Experience of purchasing and operating petty cash accounts</li><li>• Good organisation and record keeping skills</li><li>• Computer skills including data input and report generation</li><li>• Experience of debt recovery</li><li>• Previous exposure to budget preparation and monitoring.</li><li>• Experience of dealing with sensitive and difficult situations</li><li>• Experience of grant administration</li><li>• Awareness of current Data Protection requirements</li></ul>	Essential Essential Essential Essential Desirable Desirable Desirable Desirable Desirable
<b>Personal qualities</b>	
<ul style="list-style-type: none"><li>• Adaptable and prepared to carry out a variety of tasks</li><li>• Enthusiastic, energetic and resilient</li><li>• Able to build relationships with colleagues</li><li>• Able to function well as part of a small team</li><li>• Ability to work methodically and produce accurate information to deadlines</li><li>• Ability to prioritise and manage a varied workload</li><li>• Awareness of the importance of confidentiality</li><li>•</li></ul>	Essential Essential Essential Essential Essential Essential Essential
<b>Job circumstances</b>	
<ul style="list-style-type: none"><li>• Able to increase hours to provide flexible cover when need arises</li></ul>	Essential

## LIVERSAGE TRUST

### JOB INFORMATION

#### Finance Assistant

<b>Annual salary:</b>	£13,670 (pro rata to £20,500)
<b>Reporting to:</b>	Finance Manager
<b>Weekly hours:</b>	25
<b>Standard working pattern:</b>	9.30 am to 3.00 pm Monday to Friday, including an unpaid 30-minute break
<b>Additional hours:</b>	The Finance Assistant will be required to work flexibly and, on occasion, to work additional hours by agreement to provide cover should the need arise. Additional hours are paid at flat rate.
<b>Overtime payment:</b>	Not applicable
<b>Holiday:</b>	32 working days, inclusive of 8 public holidays
<b>Holiday service bonus:</b>	One working day after 2 years, four working days after 5 years, and seven working days after 10 years
<b>Notice period required</b>	One month, following completion of probationary period
<b>Probationary period:</b>	Standard twelve-month probationary period
<b>Occupational sick pay scheme:</b>	After two years' service, 6 weeks on full pay and 6 weeks on half pay
<b>Attendance bonus:</b>	£250 awarded pro rata, on having 4 or fewer days sickness per holiday year
<b>Optional pension arrangements:</b>	The Trust is statutorily required to auto enrol eligible employees and uses the NEST workplace pension scheme, but you may opt out of this. The Government sets the minimum rate of contribution from both employer and employee. If you wish to enter the Trust's own Standard Life scheme, the Trust will contribute 3% and the employee must contribute a minimum of 3%.
<b>Location:</b>	Based at the Trust's office at London Road
<b>Transport:</b>	If requested to use own transport on Trust's behalf, car mileage payable at 45p a mile and motorcycle allowance at 24p a mile
<b>Disclosure and Barring Service:</b>	DBS check required

## **LIVERSAGE TRUST**

### **JOB APPLICATION GUIDANCE AND PROCESS**

#### **1. Important guidance to read before you start filling in your application**

- Use black ink or type.
- Please do not use staples to attach additional sheets.
- We have designed the form to get information in a consistent layout for everyone applying for the job. We will only consider a CV application if it is submitted as part of a fully completed application form.
- Fill in every section of the form as fully as you can. If you think some parts do not apply, write N/A (not applicable) in the spaces provided.
- Make sure the information you provide is clear, precise, easily understood and appropriate to the job you are applying for. The information you give is what we will use when matching your experience, qualifications, skills and knowledge to the job. We cannot make assumptions about these.
- Read the job description and person specification carefully. Do you have the experience, skills and qualifications that are needed for the job? If so, plan how you will demonstrate this on your form. Make sure you list your qualifications.
- Use the blank section 6 to describe fully the relevant experience, skills and knowledge you bring to the job. Explain how you meet the requirements listed in the person specification. Where possible, give examples of how you match each requirement. Use extra sheets of paper if you need to.
- Don't just repeat your job history or refer us to your current job description – explain what you have learned and the skills you have developed. Relate everything back to the person specification.
- Remember that the experience you have gained outside paid work is also important. Think about work done in the home or voluntary work when you consider how you meet the requirements of the job.
- Before you send your application in, go over it again. We may get a lot of applications for the job and a number of candidates may have similar qualifications and experience. Consider how to make your application stand out and make sure you do yourself justice by accurately describing why you are suitable for this particular job.
- Return your application to us before the closing date / time.

## **2. Who sees your application**

For recruitment purposes, only those employees and Trustees involved with the recruitment process will see it. We use the equal opportunities information in Section 11 to make sure our policies are effective.

## **3. How we decide who to interview**

We only interview someone if their application shows that they meet the essential requirements of the job. The short-listing panel uses the information on your application to assess how far your skills, experience and knowledge match those needed for the job.

## **4. References**

Tell us the names of two people who are not related to you and who will give you a reference that is relevant to your application. The first reference must be from your present or most recent employer. Or, if this is your first job since leaving school or college, your head teacher or lecturer.

Check with your referees that they are happy to support your application before you submit the form.

## **5. Criminal Record checks**

All jobs at Liversage Trust, other than members of the Maintenance Team who do not work regularly at Liversage Court, are liable to involve working in a regulated activity and appointment is subject to your having a satisfactory Enhanced Disclosure and Barring service check.

## **6. How we decide who is suitable for the job**

Usually, at least two or three people and sometimes more will interview you. This will include both Trustees and managers. The questions they ask will be designed to test how you meet the requirements of the job given in the job description and the person specification.

## **7. Feedback on your application**

You can ask for feedback about your application. If you have not been short-listed, you should contact the General Manager and ask for feedback. If you have been interviewed and have not been successful in your application, you should ask for feedback within four weeks of the interview. We usually give feedback by telephone.

## **8. Complaints**

If you want to complain about any part of the recruitment process following your feedback, you should write to the Chair of the Trustees at the Trust's Office within two weeks of receiving your feedback.

## LIVERSAGE TRUST – A BRIEF PROFILE

Liversage Trust is Derby's oldest charity, set up under the Will of Robert Liversage in 1529. We are an Almshouse Charity, and proud to be continuing the long tradition of caring for Derby people in their own communities and providing accommodation for those in need.

We have 160 homes for independent older people on four estates across the City, and manage a 40 bed care home; Liversage Court which provides residential care for more frail elderly people. We also provide grants to residents in Derby, who are in hardship, to help them obtain essential household items, and offer limited financial support to people at a time of crisis.



We make a significant contribution to Derby's heritage in maintaining fine, historic buildings. The London Road almshouses of 1836 (left) are a well-known landmark, and grade II listed. Our Nottingham Road estate was declared a conservation area in 1993, largely thanks to our stewardship over the years in maintaining the character and integrity of the area. We have added further almshouses since the 1900's and remain committed to maintain and enhance our portfolio.

We also have a small number of houses and flats which are let without age restriction, and a number of commercial premises which provide an income to support our charitable activities.

Our formal objectives are: to provide relief either generally or individually to Derby residents who are in need, hardship or distress (including but not limited to those who are aged, sick or infirm) through the provision of grants, alms or other residential accommodation, housing, services, facilities and/or goods.

As a Charity, our focus is not about making a profit. We are dedicated first and foremost to ensuring the well-being of our residents. 15 Trustees carefully balance the demands of keeping our costs and charges low, while delivering a great service and ensuring long term sustainability as a charitable organisation. Through good governance and a low risk approach, the Trust is now in the fortunate position to be financially stable and self-sufficient.

The staff team are based in the Trust's office situated at London Road and consist of the General Manager, the Assistant Manager, Finance Administrator, PT Finance Assistant, PT Administration Assistant and PT Resident Support Officer. A small in-house maintenance team, based at Keys Street, carry out repair and maintenance to our properties and grounds.

Further information about the Liversage Trust can be found on our website:

[www.liversagetrust.org](http://www.liversagetrust.org)