



Life is precious

Supporting children to live life to the full and
make memories for the whole family to treasure

Application Pack

Finance Assistant



A Charity Registered in Scotland SC042643
A Charitable Company Limited by Guarantee Registered in Scotland SC465466

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August 2022

Dear Applicant,

Finance Assistant

Thank you for your interest in the above role.

Charlie House is a locally based children's charity which engages in activities and projects to support children with life-limiting and life-threatening conditions, and their families, in North-east Scotland. During COVID, all of our services were provided virtually including regular live and on demand activities, support session, pre and post-bereavement sessions and as well as gifting items to families to support them during shielding and isolation. We are delighted, as restrictions finally start to ease, to continuing to work and support the families face to face.

We have an exciting opportunity within our team, we are looking for an experienced and organised Finance Assistant, reporting to the Finance Manager. This is a key role in supporting the ongoing development of our very special charity, by providing assistance in maintaining and processing financial records for Charlie House charity and its 2 subsidiaries (Retail and Community Enterprises). This will enable us to support the expansion and enhancement of our existing services, through increased efficiencies, but also support our long-term goal of providing a specialist support centre in Aberdeen.

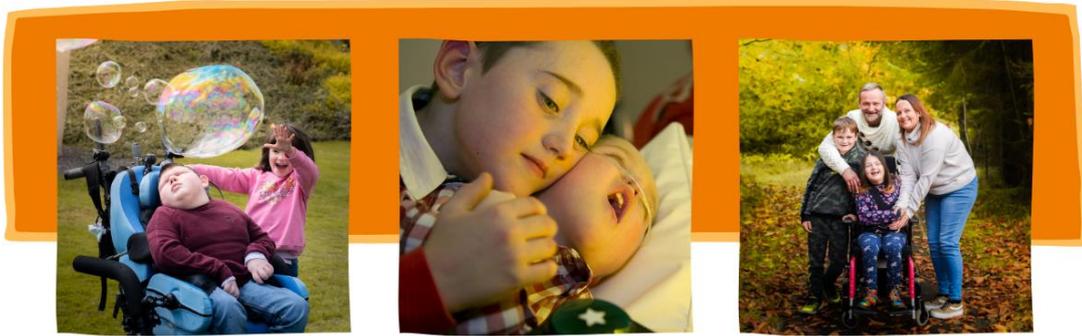
We are looking for someone who has experience in a similar role and as passionate and enthusiastic as we are about helping these very special children live life to the full. If you feel that you can help us to deliver our goals, we look forward to receiving your application.

Kindest Regards,

Nicci

Nicci Strachan
Finance Manager

Charlie House



About Charlie House

Grampian Children's Respite Care was established in late 2010 to address the identified difficulties in accessing appropriate care and support for children and young people with life-limiting and life-threatening conditions, and their families, in the North-east of Scotland. The charity was launched officially in January 2013 after securing charity registration and the support of NHS Grampian and Social Care professionals in the area for our proposed projects.

In the very early days, we commissioned research into caring for a child with a disability. The Carers Report highlighted the difficulties of caring for a child with a disability and the impact on finance, relationships, health and well-being of the whole family. This report echoed many other studies conducted both in Scotland and across the UK by charities such as Carers UK and Shared Care Scotland. It is widely accepted that supporting carers with their caring role means that they can care better for longer and improve the well-being of the whole family.

Children with life-limiting and/or life-threatening conditions, more often than not, experience a degree of social exclusion as they are not able to take part in everyday activities that others their age can. They have limited opportunities for making friends, enjoying activities and having fun. The whole family becomes more socially isolated than most and are often dealing with stressful caring situations without access to appropriate support.

Our Purpose and Vision

The charity is known publicly as Charlie House; its purpose is to engage in activities and projects to support children with life-limiting and life-threatening conditions, and their families, in North-east Scotland.

Our vision is that all children with life-limiting and life-threatening conditions in North-East Scotland receive the support they require. Every child should receive a smooth transition from hospital to home, practical and emotional support for themselves and their family, access to inclusive activities, help to live life to the full and make memories for the whole family to treasure.

Our mission is to improve quality of life for babies, children and young people in the North East of Scotland who have life-limiting or life-threatening conditions and to provide support to their families

Future Plans

In the short term, our plans are to expand the activities available, establish further sibling and parent carer support groups and expand our community team. In the long term, we will be progressing our plans for a Specialist Support Centre in Aberdeen. For more information on Charlie House visit our website www.charliehouse.org.uk, check out our Facebook page or follow us on Twitter @CharlieHouseHQ.



Role Profile

Position	Finance Assistant
Type	Permanent
Hours	37.5 hours per week
Location	Office based
Reports to	Finance Manager
Role purpose	To support the work of the charity by providing assistance in maintaining and processing financial records for Charlie House charity and it's 2 subsidiaries (Retail & Community Enterprises). Support the Charlie House Team in delivering on key targets.
Responsibilities	<p>Treasury</p> <ul style="list-style-type: none"> • Daily processing in Xero of all donations/receipts received into the Charlie House (CH) bank account • Process weekly banking transactions for ReCharge café • Download weekly SumUp payout report for ReCharge2 and process in Xero. • Weekly completion of Donation Record Form for CH for banking (or more frequently if cash exceeds insurance limit). Process all receipts in Xero. • Reconciliation of bank transactions weekly in Xero • Process Petty Cash transactions for ReCharge café <p>Accounts Receivable</p> <ul style="list-style-type: none"> • Download payment reports from online giving platforms, ensuring adequate coding for posting in receipt in Xero, eg, Enthuse, JustGiving, Facebook etc. Process these receipts in Xero. • Process in Xero weekly sales transactions for ReCharge café • Download weekly sales SumUp payout report for ReCharge2 and process in Xero. • Download SumUp report for weekend sales at market, and any external events and process in Xero. • Raise Sales Invoices for events, sponsorships, recharges, market stallholder fees etc, both to 3rd parties and intercompany invoices.



	<ul style="list-style-type: none"> • Perform weekly credit control including meeting with Retail Manager and Finance Manager • Process online shop orders in Xero <p>Accounts Payable</p> <ul style="list-style-type: none"> • Purchase Invoices - scan and process approved invoices daily/weekly in Xero. Ensure that any queries are dealt with in a timely manner. • Purchase Orders – ensure accuracy and completeness, and process in Xero. • Charge Card & Debit Card transactions – ensure accuracy of form, backup and process in Xero daily/weekly • Expenses – ensure accuracy of expense sheets including back-up, coding and authorisation. Process daily/weekly in Xero. • Payment Runs – provide a listing for review of invoices and expenses due for payment weekly. Setup these payments in Bank of Scotland online banking for authorisation. <p>Other</p> <ul style="list-style-type: none"> • Daily monitoring of accounts@charliehouse.org.uk mailbox, and action items. • Process merchandise stock movements monthly from the “merchandise movements” file. • Assist with merchandise stock takes • Assist with monthly reconciliation of intercompany accounts • Update Salesforce (CRM) with payments received for invoices that have been raised • Create contact and opportunity in Salesforce for any donations not received through online platform • Completion of month end checklist • Ensure all fixed assets are recorded in Xero • Maintain list of annual subscription renewals • Maintain list of regular payments & receipts by Direct Debit, Standing Order and via BACS e.g. regular giving • Reception cover ½ day per week • Process improvement review and suggestions to management as required <p>This list is not exhaustive and may include other adhoc finance activities, as they arise.</p>
Key internal contacts	You will work closely with the Fundraising Team, Services Team and Senior Management.



Other considerations	<p>Ensure regulatory compliance – with internal policy and procedure alongside external requirements e.g. health and safety, fundraising standards, practices and policies, finance policies and procedures.</p> <p>You may be required to occasionally work out with normal office hours to attend meetings or events.</p> <p>You may also be required to travel throughout the North-east although expenses are covered and time off in lieu is given where possible.</p> <p>Promotion of Charlie House is an integral part of the role, and as such, you may be required to feature in our magazine, articles, website and social media.</p>
Holiday entitlement	28 days annually plus 5 public holidays (pro rata)

Person Specification

Essential experience	<ul style="list-style-type: none"> • Sound knowledge of accounting packages preferably Xero • Experience working within a small, busy finance team
Desirable experience	<ul style="list-style-type: none"> • CRM experience, preferably Salesforce
Essential skills & abilities	<ul style="list-style-type: none"> • High attention to detail • Excellent verbal communication skills • Excellent collaborative and team skills • Excellent time management skills with the ability to work flexibly when required • Able to work independently and to deliver on promises to tight deadlines • Process improvement awareness • Excellent Microsoft excel skills
Qualifications	<ul style="list-style-type: none"> • HNC Accounting Qualification desirable



Application Procedure

How to apply

To apply for this post, please read the attached information, role and person specifications carefully. If you feel that your skills are suited to the needs of the role please send or email your CV, with two references and an informative covering letter to include a statement identifying any relevant skills, experience and abilities that match the specifications required to:

kerry@charliehouse.org.uk

Closing Date & Interviews

The closing date for this post is **Thursday 18th August 2022**.

References

Please give the names and addresses of two people who can provide an assessment of your suitability for this post. **One should be your current or most recent employer**. References will not be taken up until the position is offered and accepted.

Work Permit

If you require a work permit to work in the UK please inform us in your covering letter.

Data Protection

All information provided will be kept in accordance with the requirements of the Data Protection Act.