

Job Advert

Assistant Finance Manager

Jericho

Breaking barriers, changing lives.

About JERICHO

At JERICHO we break barriers and changes lives. Established in 1993 we support people marginalised by society and barriers to find employment and personal fulfillment.

We believe in a just society where everyone has a chance to prosper and we support those who need it most. Our beneficiaries include young people, people who have been in prison, people in recovery from addiction, disabled people, those with experience of homelessness, survivors of modern slavery and people with complex needs.

Our model is straight forward and sustainable, we operate 7 social businesses which provide work and training opportunities for those who need it most. Our businesses offer great products and services, but with the added benefit that each time a customer chooses to buy from us they are supporting a job opportunity.

As an organisation we have directly supported over 8,000 people to achieve sustainable employment and economic independence. The opportunities we provide enable socially excluded people to become more integrated and included members of their local community.

The more people who buy from us, the more good we are able to do in people's lives; it's as simple as that. Jericho is hugely effective and we are not stopping until we realise our vision of a world free from injustice where people from all backgrounds can reach their potential at work and in life.



enquiries@jericho.org.uk
0121 647 1960
jericho.org.uk

About the Role

Job Title: Assistant Finance Manager

Salary: £25,000 - £30,000 per annum (*depending on experience*)

Working Hours: 37.5 per week (*part-time will be considered for the right candidate*)

Reports to: Finance Manager

Based at: 196-198 Edward Road, Balsall Heath, B12 9LX

We are looking to appoint an experienced person to our finance team to assist the Finance Manager in the day to day financial management of the Charity and to take the lead in providing financial support services to our partner organisations.



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Main Duties & Responsibilities

To work within our busy finance team at all levels from data entry to strategic financial planning and reporting.

The role will include such tasks as:

- Overseeing the financial accounting aspects of the organisation including payroll, accounts receivable, accounts payable, petty cash, fixed assets, banking etc.
- Assisting in the annual budget setting exercise and the production of monthly management accounts and forecasts
- Providing support to the managers of our varied departments and Social Enterprise businesses.
- Assisting in the production of the statutory accounts and filings with the Charity Commission and Companies House
- Preparing cash flow reports and associated monitoring.
- Taking responsibility for the accounting services provided to partner organisations.
- Planning, organising and managing own workload to ensure your contribution to the organisations financial reporting processes is achieved in a timely and accurate manner
- Using office computer software including Microsoft Office and QuickBooks
- Any other duties deemed necessary by the Line Manager

Benefits

- 32 days annual leave per annum (including Bank Holidays), increasing with length of service
- The opportunity to work for one of the UK's most innovative, successful and effective social enterprise charities



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Personal Specification

Values

- Commitment, understanding and living of Jericho's five values: Respect, Equality, Love, Integrity and Excellence

Skills & Experience

- Excellent administrative skills
- Experience of working in a finance department
- Good communication and listening
- Good analytical and problem solving skills
- Able to work as part of a team
- Able to work accurately and with good attention to detail
- Self-motivated and enthusiastic
- Strong IT skills with extensive experience of Excel, Word and Outlook
- Awareness of the importance of confidentiality

Additional Consideration Will Be Given For The Following

- An appreciation of the Christian ethos of the organisation
- A recognised finance qualification
- Experience of the QuickBooks Finance Management System
- Experience of producing charity accounts
- Experience of working in a multi-ethnic, multi- faith setting



To Apply

Please email your CV and covering letter to hr@jericho.org.uk

The covering letter must include:

- Where you heard about the job vacancy
- Why you want to be considered for the role
- How you meet the criteria outlined in the personal specification

For an informal conversation about the role please contact Nick Wallace on 0121 647 1960.

Closing Date:

5pm on 2nd October 2020



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