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**Dear Applicant**

**Re: Finance Officer**

Thank you for your interest in the role of Finance Officer. In this pack you will find the following:

1. Application letter
2. Job description and person specification
3. Application form
4. Guidelines for completing the application form
5. Copy of the advertisement

Please pay particular attention to the Guidance Notes that go with the application form.

If you require any further information about the role please contact Denis Tully on the above number.

Your application should be returned to [jobopportunities@emmanuelhouse.org.uk](mailto:jobopportunities@emmanuelhouse.org.uk)

CLOSING DATE for applications : 17<sup>th</sup> January at 9.00am.

INTERVIEW dates: 20<sup>th</sup> or 24<sup>th</sup> January 2021.

We look forward to receiving your application.

Yours faithfully

Denis Tully  
CEO

## Finance Officer



**We currently have a vacancy for a Finance Officer,**

**Salary : £24,000 – 28,000 per annum pro rata (22.5 hours)**

Emmanuel House provides services for people who are homeless. It is an independent charity that has been serving Nottingham of over forty years. The organisation has grown significantly as a quality provider of services achieving excellent results for people in need. A consequence of this has been the increase in financial turnover.

An exciting new opportunity has arisen for a part-time Finance Officer to join the vibrant staff team at Emmanuel House. This Finance Officer role is integral to developing the financial infrastructure and underpinning the organisation so that the charity is always ready to move into the next stage of development and importantly, supports the value of high quality standards in all aspects of its work.

Your key purpose is to be responsible for and lead the day-to-day running of Emmanuel House's finance function, and have operational oversight of the day to day financial tasks.

This opportunity would suit you if you are a person who is confident in your profession, now looking for a new challenge. Commitment to the mission and values of Emmanuel House and a desire to get to know the staff team and understand their roles is essential.

The post holder will be based with Emmanuel House Support Centre in Nottingham City Centre with flexible home working.

### **We are looking for someone with:**

- Bookkeeping qualification (AAT), part qualified Accountant (ACA, CIMA or ACCA) or by experience
- Familiarity with financial reporting requirements for charities and in particular the charities' SORP
- Two years experience of working in a Charity or Business
- Self-motivated with good team working skills, as well as the ability to work independently

The successful candidate will be subject to DBS and reference checks.

Please see <https://www.emmanuelhouse.org.uk/about-us/jobs/> for further information.

**CLOSING DATE for applications : 17<sup>th</sup> January at 9.00am.**

**INTERVIEW dates 20<sup>th</sup> or 24<sup>th</sup> January 2021**

**For more information** please go to <https://www.emmanuelhouse.org.uk/about-us/jobs/> or telephone Emmanuel House on 0115 9507140



## Emmanuel House Finance Officer

### Introduction

An exciting new opportunity has arisen for a Finance Officer to join the vibrant and committed staff team at Emmanuel House. The business has grown over 25% since 2019. This growth is likely to continue and is underpinned by the taking on of a major infrastructure project in the near future. This Finance Officer role is integral to developing the financial infrastructure and underpinning the organisation generally so that the charity continues to be *Fit for Purpose* (organisational Outcome 5) and is always ready to move into the next stage of development.

### About the Role

Your key purpose will be responsibility for all aspects of the day-to-day running of Emmanuel House's finance function. You will be supported to apply and develop the charity's finance and accounting policies and procedures effectively, to produce management reports in line with Emmanuel House's reporting framework, and to prepare for the annual examination or audit of the accounts.

### About You

This role requires accountancy knowledge and practical hands-on experience of accounting within a small business or charity; an understanding of accounting principles, some knowledge of the charity SORP and a desire to gain experience within the charity sector.

Strong attention to detail, producing work with a high level of accuracy; excellent written and oral communication skills are equally key requirements. You will develop positive relationships with the Treasurer, CEO, Accountant, staff and volunteers. You will be adaptable and organised in prioritising workloads, work effectively to deadlines and demonstrate good management of confidential information.

This opportunity will suit you if you want to work for an organisation that makes a social difference to which you contribute via this essential role.

You might be part qualified and possibly working towards full qualification.

### About Emmanuel House

Emmanuel House provides vital services to some of the most vulnerable adults in the community. In order to succeed you will be committed to our values, be interested in and understand the various staff roles established to deliver effective outcomes for people who are homeless. It is desirable that you want to work for an organisation that makes a social difference to which you contribute via this essential role.

**Key relationships**

You will be accountable to the CEO but will also provide reports for the Board of Trustees. You will work alongside our Accountant who will provide support and guidance as required, particularly during your initial months in the role.

**Covid-19 environment**

Emmanuel House takes account of Government guidance regarding Covid-19 and in response has in place a comprehensive risk assessment that has enabled the business to operate continuously and consistently throughout the pandemic. But for one incidence in the early stages of the pandemic no member of staff has knowingly contracted Covid through work related activities. While flexible home working arrangements are available an essential component of this role is for the Finance Officer to have contact with colleagues and gain an understanding of the roles their colleagues undertake. In order to achieve this, a significant amount of the time for this role will need to be to be carried out in-situ.

**What we Offer**

In return you will receive a salary of between £24,000 and £28,000 (pro rata) and benefits, which include:

- 24 days holiday plus statutory bank holidays (pro rata)
- 3% employer contribution to NEST pension scheme

## Job Description

**Title:** Finance Officer

**Accountable to:** CEO

**Purpose:** To provide a high quality financial service to ensure the charity manages its financial resources in accordance with current legislation and good practice.

**Remuneration:** between £24,000 and £28,000

**Location:** Emmanuel House

**Main terms:** A working week of 22.5hrs is standard with occasional work required outside standard hours.

**Holiday entitlement:** 24 Days plus Statutory holidays (pro rata)

### Primary Duties

- Prepare the organisation's annual budget in conjunction with the Accountant, the CEO and budget holders, supporting non-finance colleagues to develop and cost operational plans.
- Prepare budgets for specific contracts and service specifications.
- Record all income and expenditure in the organisation's accounting system (Quickbooks) efficiently and in accordance with the Finance policies. Maintain additional relevant paper files.
- Ensure accurate monthly payroll information is presented to the bureau in a timely manner.
- Oversee and support with basic financial administrative tasks carried out by the Administrator
- Provide regular high quality financial management reports for Income and Expenditure, forecasting, cash flow and other reports as required by the Accountant, CEO or Trustees.
- Contribute financial information for funding applications and tenders as required.
- Provide timely financial budgets and reports as required by donors and under contract terms.
- In collaboration with the Fundraising and Marketing Officer, ensure the accuracy of the income received via on-line and other donations.
- Work with budget holders to keep under review all expenditure and to maximise best value for money in relation to suppliers and contracts.
- Ensure any risk areas or control weaknesses are brought to the attention of the CEO.
- Provide suggestions and advice around the development of financial systems, allowing for the nature of the roles of staff and financial demands placed upon them.
- Respond to enquiries relating to finance from supporters and providers.
- Ensure accurate record-keeping and submission of online Gift Aid claims
- Attend the Finance Sub Group meeting

### General Duties and Responsibilities

- Regularly attend team meetings, staff meetings and supervision.
- Adhere to the policies and procedures of Emmanuel House.
- Be committed to the development of the best possible practice.

- Undertake training and supervision as directed and be committed to your own professional development.
- Take responsibility for the implementation of Emmanuel House’s Equality and Diversity policy, confidentiality policy, GDPR and safeguarding policies.
- Generally work office hours but some evening time working will be necessary

**Person Specification**  
**SKILLS, KNOWLEDGE AND EXPERIENCE:**

E = essential D= desirable

**Knowledge**

E	Two years experience of working in a Charity or Business
E	Bookkeeping qualification (AAT), part qualified Accountant (ACA, CIMA or ACCA) or by experience
D	Knowledge of the voluntary, third sector or charity sector and its financial culture
E	Computerised accounting software
D	Familiarity with financial reporting requirements for charities and in particular the charities’ SORP
D	Knowledge of the causes of homelessness and the impact of homelessness on people

**Experience**

E	Three years experience of accountancy/finance work
E	Use of computerised accounting software and Excel
D	Producing financial reports

**Skills**

E	Able to enter data accurately and efficiently.
E	Ability to produce financial reports
E	Ability to use Microsoft Office, specifically Excel and ability to learn additional IT packages.
E	Self-motivated with good team working skills, as well as the ability to work independently
E	Well organised and successfully manage yourself
E	Good literacy and communication skills
E	Great attention to detail
E	Able to work flexible hours when necessary

# Application Form Guidance Notes



## Introduction

Please read these notes carefully before completing the application form. It is important that you take your time to fill the form as fully and as accurately as possible. Applications are scored based on the evidence you provide on how you meet the Job Description and Person Specification, so poorly completed applications are likely to score low and limit your chances of an interview. Please give evidence of your experience, skills and knowledge where it is asked for.

You should provide evidence for everything that is outlined in the Person Specification.

The decision to invite you for interview is based on the information given on the application form. You may also choose to submit a CV.

## General Points

Please complete all parts of the application form and type or use black ink so that when we photocopy the form it is clear and legible. Use a font size no less than 11.

The Application Pack contains

1. Application letter
2. Job description and person specification
3. Application form
4. Guidelines for completing the application form
5. Copy of the advertisement
6. Equality & Diversity form

You will get more information about Emmanuel house from our website [www.emmanuelhouse.org.uk](http://www.emmanuelhouse.org.uk) and from our Facebook page.

## Contact details

Please give your full name, address, post code and telephone numbers. Please also let us know if you have any special requirements in relation to interview arrangements.

## Previous staff and volunteers

Give any information relating to previous involvement with Emmanuel House (including the Winter Shelter) and whether you are related to anyone associated with either of them.

## Education qualifications

Give full details of your educational qualifications starting with the most recent.

## Other relevant training courses

Include all qualifications that you have gained both part time and full time up to a period of the previous ten years that are relevant to the role you are applying for.

## Further relevant information

Please provide any information that may be relevant to your application like previous volunteering experience, membership of public bodies, projects you may have undertaken.

### **Current employment**

If you are currently employed provide full details of your main duties and responsibilities, when you started in your current employment and your reasons for wanting to leave. Remember to include any relevant experience, skills and knowledge gained in other capacities e.g. volunteering.

### **Dates of previous employment**

Give details of all your previous employment since leaving school/college in date order starting with the most recent. Any gaps in your employment will need to be explained and understood by the interview panel.

### **References**

Give the names and contact details of two referees. One must be your current or most recent employer and the other a person who knows you in another capacity, for example as a volunteer or in a professional capacity. However they cannot be a family member or someone who works or volunteers for Emmanuel House or the Nottingham Winter Shelter. Please indicate whether either referee may be contacted prior to interview should you be shortlisted.

### **Supporting Statement**

**This is a very important part of your application form** as it gives you the opportunity to demonstrate why you are suitable for the post. Before completing it please refer to the Job Description and Person Specification. To ensure every point is evidenced you might find it helpful to draft this section by treating each statement in the Person Specification as a sub heading (but don't include them in your application).

### **Give examples to show how or what you have done to meet each of the criteria in the Person**

**Specification.** Be specific about your skills and specify your own responsibilities, demonstrate a particular skill rather than just saying you have it. For example if the Person Specification asks you to demonstrate an ability to paint a portrait, you may want to describe what methods/processes you have used to do this, at what level and with what success. Ensure you provide evidence to support what you say about who you are and what you have done.

Please name and number any continuation sheet if you use one.

### **Outstanding disciplinary/legal proceedings**

Every application is taken on its merits and such proceedings do not automatically bar you from applying for a role or from you being appointed if you are the best candidate. If you are the best candidate we will discuss these matters with you separately from the formal interview process.

### **Interview exclusion dates**

If you are shortlisted for interview we will make adjustments to the best of our ability regarding any dates you are not available for. Please say if you are not available for the advertised interview date and for the two weeks thereafter.

### **Criminal convictions**

The Disclosure and Barring Service (DBS) carries out criminal record checks for specific positions, professions, employment, offices, works and licenses included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and those prescribed in the Police Act 1997 (Criminal Records) regulations. Please sign and date to confirm the information you have provided in this section.

**Asylum and Immigration Act 2006 – proof of legal right to work in the UK**

The Immigration Asylum and Nationality Act 2006, sections 15-25, place a requirement on Emmanuel House (and any employer) to check that any employee who commences employment after 29 February 2008 has a right to live and work in the UK. Therefore before any successful candidate commences work Emmanuel House must confirm their eligibility to live and work in the UK. To confirm eligibility candidates are asked to provide certain original documents prior to their employment commencing. Please indicate which documents you are able to provide.

**Declaration**

Please read the statements in this section and sign and date the form to confirm agreements contained in your application form.

**Finance Officer**  
**Addendum regarding Covid-19 arrangements**

Presently Emmanuel House is observing Government guidance in relation preventing the transmission of Covid-19. As of going to advert, the premises on Goose Gate are operational on the basis of reducing the risk of infection coming into and circulating in the building. The Finance Officer will operate within the parameters of Government and Public Health advice and the policies of Emmanuel House relating to Covid-19.

Emmanuel House has in place a plan of operation and a risk assessment which is available upon request.

In respect to the process for appointing to this post, the possibilities for interview could involved either presenting at an interview in a conventional way or the interview may take place via a digital platform.