



Recruitment Pack

Business Support Assistant (Finance and Administration)

Glasgow

September 2022



With Kids is a Company Limited by Guarantee with Charitable Status. Company number SC343897, Charity number SC022467. Registered address is With Kids, 15 Annfield Place, Glasgow, G31 2XE. www.withkids.org.uk



Business Support Assistant

- Salary Range:** Full time salary is £26,000 – £28,000 per annum
- Hours:** Full time of 35 hours per week.
Will accept applications from people who wish to work 24.5 or 28 hours per week.
- Reports to:** Business and Development Manager

With Kids

With Kids provides an early intervention therapeutic service working with children under 12, who have experienced significant trauma in their lives.

Our work includes individual therapeutic support for children, helping them build the personal skills and resilience to cope with future challenges and achieve their potential in adult life. Our work with parents/carers and families includes a range of one-to-one supports, group and community wide activities tailored to suit demand and needs.

We employ almost 50 staff, many of whom are Play, Art, Child and Speech and Language Therapists and Community Development and Family Support Workers. Much of our work is based in schools or around a particular community, and we predominantly work in Edinburgh, West Lothian and Glasgow in some of the highest areas of deprivation.

The role

We are really pleased to advertise this post, bringing an exciting opportunity for a highly organised and motivated individual with extensive office management, business and financial administration experience.

The post-holder will report to the Business and Development Manager and provide support with financial processes, budget setting and monitoring and office management functions, particularly around facilities management and health and safety.

You should ideally have experience in working in a busy office environment and possess excellent communication and organisational skills; you will also have a real commitment to excellent service delivery.

We are looking for someone who is be able to apply tact and diplomacy at all times. You will need to be able to work to tight deadlines whilst ensuring consistency and accuracy and be required to prioritise workloads using you own initiative as well as under supervision.

You will possess a positive, enthusiastic and energetic approach, along with an acceptance to working flexibly, being open and contributing to change. We are also looking for someone who is self-motivated with a strong work ethic that enjoys working as part of a team.

Due to access to children and sensitive financial information, With Kids will carry out a criminal record check through Disclosure Scotland.

The post-holder would be expected to start as soon as possible.

Job Description			
Job Title:	Business Support Assistant (Finance and Administration)		
Salary Scale Grade / Salary:	Grade B	FTE:	1.0
Reports to:	Business and Development Manager		
Direct reports:	None. From time to time the post-holder will be expected to direct the work of volunteers.		
Budget:	None.		
Job Location:	Glasgow		
Purpose of the role			
<p>Working within the context of the With Kids charitable mission and strategic plans the post holder will undertake a range of finance and administrative duties and support service delivery.</p> <p>The post-holder will be responsible for preparing and monitoring budgets, invoicing, managing building facilities and services, implementing and maintaining business continuity and health and safety systems.</p>			
Key areas of responsibility			
<p><u>Financial Administration</u></p> <ul style="list-style-type: none"> • Sales ledger, processing of sales invoices, credits and receipts on Sage • Credit control, emailing and calling debtors, dealing with queries and disputes from debtors in a systematic manner. • Purchase ledger, processing of purchase invoices, including having invoices approved by appropriate person and passed for payment. • Banking of cash • Petty cash, advancing petty cash to staff, ensuring receipts are correct, approved by appropriate person and reconciliation. • Ensure monthly changes to payroll are recorded and passed to the accountant to ensure correct salaries are paid to staff. • Expenses, ensuring receipts are correct, approved by appropriate person and passed for payment. • Recording and tracking of donations received <p><u>Finance Management</u></p> <ul style="list-style-type: none"> • Development of appropriate internal and external financial reporting formats to meet internal, Board and External Stakeholder requirements • Support with budget development, monitoring and reporting • Prepare budgets for funding applications and analyse funding income targets and reporting • In collaboration with others develop unit costings for all With Kids services to achieve sustainability. • Liaison with With Kids Accountant and Independent Examiner/Auditor, as required 			

- Ensure compliance with the legal requirements of funding bodies including those relevant to local authority partnerships and others.

Office Administration

- To oversee all facilities e.g. telephones, broadband, photocopier, alarm system etc. and liaise with providers for problem solving, review and renewal of contracts.
- To organise property maintenance for With Kids premises.
- To manage the organisation's IT hardware and allocate appropriately, e.g. laptops, mobile phones.
- To be responsible for the operation of the health and safety management systems of the organisation, ensuring they are up to date and to ensure With Kids are compliant with all legislation.
- To contribute to evidencing the impact of With Kids, by measuring and monitoring against With Kids policies and procedures, e.g. the Environmental Policy and Waste Reduction Policy.
- Purchasing office equipment and furniture
- Overseeing and updating the business continuity plan and risk register.
- Assist in reception duties from time to time.

Other

- Assist in gathering content for communications, including maintaining regular contact with the 'Friends of With Kids'.
- Work with colleagues to maximise the use of the website and social media platforms for raising awareness of With Kids
- To attend staff meetings and any training, as agreed and as appropriate.
- Responsible for your own Health and Safety and that of others, in accordance with the organisations arrangements relevant national legislation.
- To work in accordance with all other organisation's policies and procedures.
- To carry out any other reasonable duties that may be required to meet the needs of With Kids, including occasional evening and weekend working.
- *To work in such a way that supports the organisation to #KeepThePromise*

Person Specification

A = Application, I = Interview

Qualifications / Membership	Essential	Desirable	Assessed
A financial qualification or relevant experience is required	X		A, I
Evidence of continuous professional development	X		A

Experience	Essential	Desirable	Assessed
Experience of preparing and managing budgets	X		A I
Experience of managing and reporting financial information.	X		A I
Experience of developing new financial systems, processes and procedures	X		A, I
Experience of financial modelling and full cost recovery	X		A, I
Experience of using SAGE accountancy software.	X		A, I
Experience of office management and maintaining a safe working environment.	X		A, I
Experience of working within a child protection environment		X	A

Skills	Essential	Desirable	Assessed
Ability to evaluate and analyse financial information and present and explain to others.	X		A, I
Ability to build and manage relationships	X		A, I
Ability to negotiate and influence effectively.	X		A, I
Ability to communicate effectively, sensitively and professionally both orally and in writing.	X		A, I
Ability to identify and act on opportunities for continually improving ways of working.	X		A, I
Ability to demonstrate learning from experience.	X		A, I
Competent in the use of information technology (use of the office software products (word, email, calendar), use	X		A

of internet, image, audio or video editing software, use of databases.			
Advanced MS Excel Skills	X		A, I

Knowledge	Essential	Desirable	Assessed
Working knowledge of financial software. With Kids uses SAGE accountancy software.	X		A, I
Knowledge of Health and Safety legislation		X	A, I
Knowledge of data protection		X	A, I

Competencies	Essential	Desirable	Assessed
Works collaboratively with others	X		A, I
Manages issues with empathy and understanding, finding appropriate solutions	X		A, I
Utilises resources and skills effectively, sets objectives and monitors progress to achieve results	X		A, I
Takes ownership of activities, delivering with minimal supervision	X		A, I
Seeks, listens, accepts and acts upon feedback and learns from it.	X		A, I
Highly motivated and able to use own judgement and initiative	X		A, I
Commitment to equal opportunities and anti-discriminatory practice	X		A, I

¹ A combination of the qualifications, experience, skills and competencies of the candidates application will be assessed through application / CV review and interview. Where potential method is identified above as 'interview', not all criteria will be used, only a selection of the above will be reflected in the questions asked at interview.

Summary of Terms

A summary of the main terms of employment are as follows:

Primary place of work	With Kids, 15 Annfield Place, Glasgow, G31 2XE
Salary	£26,000 - £328,000 per annum for full time Hours (35hrs pw), depending on experience.
Salary Payment	Salary paid on or around the 23 rd of the month
Contract type	Open-ended contract
Hours	35 hours per week. With Kids will accept applications from people who wish to work part time of 24.5 hours or more per week.
Annual Leave and Public Holidays	With Kids offers full time employees 28 days annual leave and 12 days of public holidays. Part time staff are entitled to this on a pro-rata basis.
Pension	The organisation offers NEST Defined Contribution pension scheme.
Learning & Development	The organisation is committed to providing staff with learning and development opportunities to ensure that individuals can contribute fully to the achievement organisational objectives
Probation	This post is subject to a six-month probationary period.
PVG / Disclosure	A criminal record check is required for this post.

This summary is for general guidance of applicants and will not form part of the contract of employment. Any offer of employment will be subject to the receipt of satisfactory references and evidence of their right to work in the UK.

The process:

Closing date for applications	12 noon on Friday 30th of September 2022. Send your completed application to us using the email address: k.simpson@withkids.org.uk CV's will not be considered
Interviews	Date(s) to be confirmed

Fair Processing Notice

This notice explains what information we collect, when we collect it and how we use this. During the course of our activities, we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

How we use your information

The information we collect from you will in the main be basic personal and contact details, which we require to carry out our normal activities. There are occasions however where we are required to collect data of a more sensitive nature which we will always treat with the utmost confidentiality.

We will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

We may collect the following personal information about you:

- Name
- Address
- Date of birth
- Telephone number(s)
- Email address
- Employment history
- Educational achievements
- Professional memberships
- Gender
- Disability
- Signature
- Right to work in the UK
- Criminal record declaration / PVG Scheme membership
- Driving licence status
- References to support your application

We will also collect additional information when we make an applicant an offer of employment. This could include requesting and holding a copy of your passport, national insurance number and in some circumstances a valid driving licence, insurance and MOT documents.

We will not collect any personal data for you that we do not need.

How your information will be used

We need your information and will use your information to:

- Meet our legal obligations including information we must provide to regulators and statutory authorities;
- Ensure that an applicant has the legal right to work in the UK.
- Make reasonable adjustments for a candidate who is disabled
- Produce and monitor recruitment and selection statistics.
- Check criminal convictions information to ensure we meet legal obligations in relation to certain positions
- Process your data before entering into a contract with you, if your application for employment is successful.
- Process data during the recruitment and selection process to help us manage the process, and to assess an applicant or candidate's suitability for employment.
- Respond to and defend against any possible legal claims.

Consent

Where we collect special category data such as information about your ethnicity, sexual orientation, health or religion we do so for our monitoring purposes and only with your explicit consent. We also need and use your information for all other purposes consistent with the proper performance of our operations and business.

Sharing of Your Information

The information you provide to us will be treated by us as confidential and will be processed only by our employees within the UK/EEA. We occasionally need to share personal information with other organisations, however where this is necessary, we are required to comply with all aspects of GDPR. Even when this is required, we only share data within the UK. Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

Your information may be shared internally with staff or board members involved in the recruitment process.

We may also seek information from the following third parties when an offer of employment has been made and may disclose your information to appropriate third parties who act for us including the following:

- Referees;
- Disclosure Scotland PVG scheme for certain positions;
- Relevant bodies to validate your qualifications or professional memberships; and
- Lawyers or solicitors where legal advice may be sought in relation the processing of an application and the recruitment process

The following organisations may be given controlled access to our electronic network for reason of security, maintenance, or any specific purposes outlined in their third party agreement:

- IT support contractors.
- Specialist software providers.
- Electronic file system software provider.

We are also required to share information with statutory bodies, which govern finances for auditing or inspection purposes. However, this will be restricted to the actual information required from the Association and will usually be viewed within the Association, with strict permission set on our electronic file system to ensure use is controlled. We will also encrypt and limit the content of any files that require to be sent either electronically or otherwise.

Your Rights

You have the right at any time to:

- ask for a copy of the information about you held by us in our records
- require us to correct any inaccuracies in your information

If you would like to exercise any of your rights above, please contact us at info@withkids.org.uk or 0141 550 5770.

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are: The Information Commissioner's Office (Scotland), 45 Melville Street, Edinburgh, EH3 7HL. Telephone: 0131 244 9001. Email: Scotland@ico.org.uk

The accuracy of your information is important to us; please help us keep our records updated by informing us of any changes to your details.