

Your next exciting career begins here...



Application Pack Finance Support Officer



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Our Vision

Children and Young People live **"life to the full"**
(John 10:10)

Our Mission

The Boys' Brigade has **faith in young people** and provides them with opportunities to **learn, grow** and **discover** in a **safe, fun,** and **caring** environment which is rooted in the **Christian faith.**

Our Values

Faith, Inspiring, Caring, Trusting.

Find out more about our **Vision, Mission,** and **Values** at
www.boys-brigade.org.uk/ourvision

If you have a passion for supporting and nurturing potential, so do we.

Our vision is that children and young people experience “life to the full” – John 10:10

For nearly 140 years, The Boys’ Brigade (BB), an international Christian youth organisation, provides opportunities for children and young people (4 – 18 years old) to learn, grow and discover in a safe, fun, and caring environment and with the challenges that 2023 can bring, that work is as vital and impactful as ever.

BB Companies (groups) meet in communities across the country, supported by dedicated volunteer leaders giving their time and skills every week.

Our groups are at the heart of the outreach work taking place in churches to empower, engage, and transform lives in local communities.

This is an exciting time to join our small dedicated staff team. We are looking to recruit a Finance Support Officer to work alongside our Finance Manager in delivering the Finance Function. The role will cover a broad range of tasks and there will be the opportunity to help shape the financial systems and processes.

We look forward to receiving your application.



Jonathan Eales
Chief Executive

“BB offers a space for young people to find out who they truly are in loads of different ways and does it better than anyone else”
- **Dez Johnson, President.**

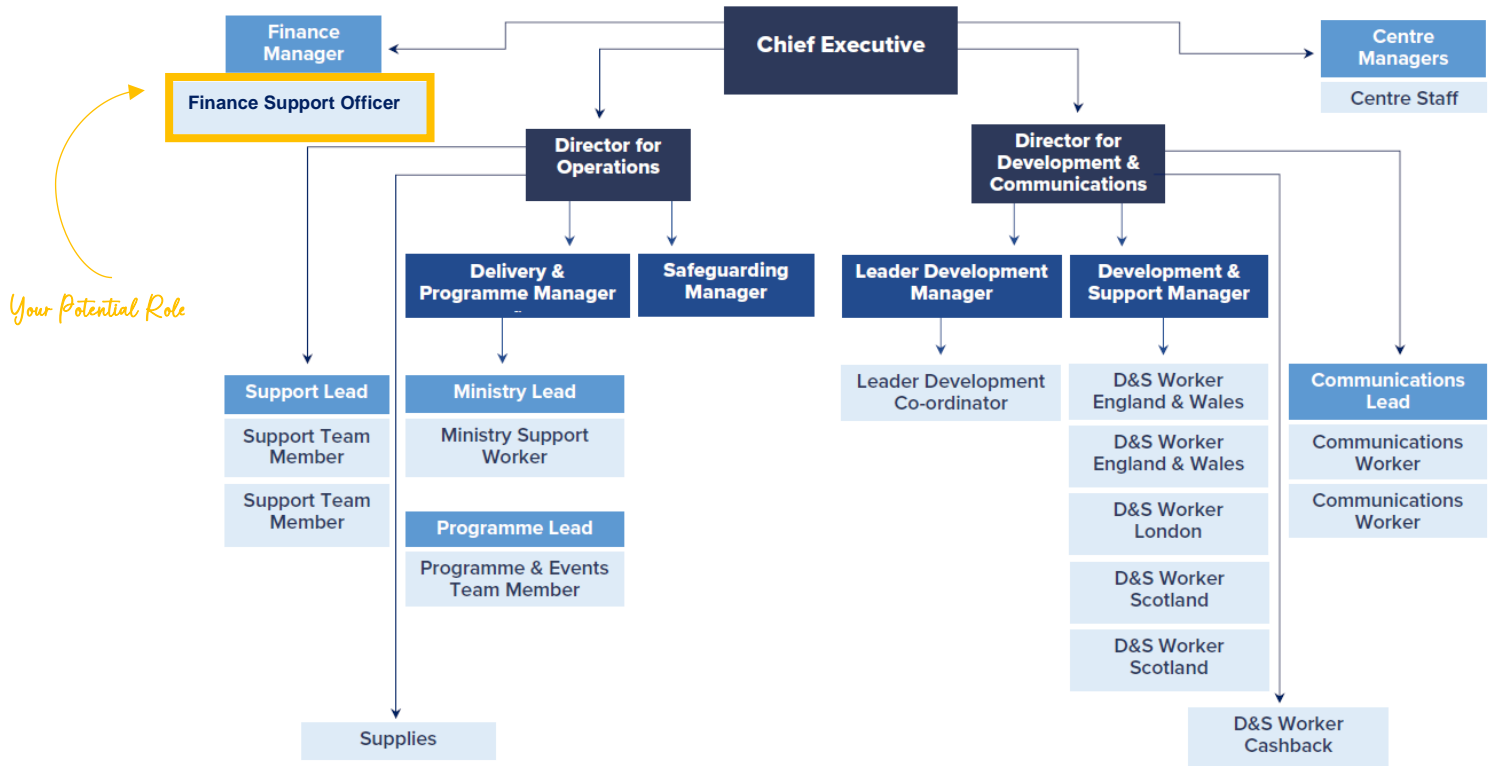
You'll be helping to transform lives but what else can we offer?

- We are a flexible employer and allow staff to work with flexibility that suits you, your role, and your area of work.
- We take your health and safety seriously with regular training and support.
- Be proud to work for an organisation with such a rich history and proven track record.
- Opportunities for continued learning and development.
- 25 days holiday a year and enhanced Maternity, Paternity, Adoption Leave, TOIL system and a generous Sickness Pay entitlement.
- Annual Appraisal and Bonus Scheme.
- 3 additional days leave between Christmas and New Year.
- Expenses incurred through carrying out role are reimbursed.
- Be part of an organisation that believes having fun and wellbeing is important too, with team days, residentials, and social events creating informal opportunities for meeting, working, and getting to know your friendly and supportive colleagues.

About the Role

Job Title:	Finance Support Officer
Purpose:	To support the Finance Manager in managing the organisation's finances. The role will include maintaining records of payment receipts and issuing invoice, bank reconciliation, purchasing and stock management and providing assistance to staff and volunteers.
Responsible to:	Finance Manager
Base Location:	Either Felden Lodge HQ in Hemel Hempstead or Carronvale House HQ in Larbert, Falkirk with some flexibility to work remotely.
Term:	Permanent
Salary:	£23,000-£26,000 (dependant on experience)
Hours:	21 hours (some flexibility in working pattern)
DBS/PVG:	Basic Check required.
References:	Appointment will be subject to two references completed before employment commences.

Staffing structure



Felden Lodge Conference & Training Centre,
Felden Lane, Hemel Hempstead, Hertfordshire, HP3 0BL.

Carronvale House Conference & Training Centre,
Carronvale Road, Larbert, Stirlingshire, FK5 3LH.

Key Responsibilities

- Record accounts payable and receivable
- Undertake bank reconciliation
- Process invoices and follow up with clients and supplies as required
- Prepare for and participate in the annual audit
- Maintain budgets and restricted funds relating to projects
- Review and process staff and volunteer reimbursements
- Purchasing and stock management for our Supplies operation
- Update digital records, process data, and provide reports
- Assist the Finance Manager with the creation of monthly management accounts and other financial reports
- Compile reports and data to assist staff and volunteers
- Support volunteers with telephone and email enquiries
- Undertaking banking when required
- Any other task as agreed with Finance Manager

Person Specification

Essential

- Financial administrative experience
- Experience of using Sage, Opera or similar accounting software
- Good IT skills, including use of Microsoft Excel
- Familiarity with general financial principles, practices and procedures
- Detail orientated, with an ability to work with a high level of accuracy
- Ability to work through tasks in an effective, efficient and logical manner
- Ability to prioritise work, be proactive and use initiative
- Effective communicator to a range of audiences (staff, volunteers, trustees, suppliers & partners)
- Commitment to the Vision, Mission, and Values of The Boys' Brigade
- Commitment to continuous professional development

Desirable

- Relevant professional qualification
- Knowledge of the Charity Sector and financial reporting requirements
- Experience in purchasing and stock management

How to Apply

Receiving Applications: Please send in a covering letter setting out why you feel you are suitable for the role and an up-to-date CV to **jobs@boys-brigade.org.uk**

Closing Date: 26th April 2023.

Interviews: Provisionally set for the 5th May. Successful applicants will be notified in advance.

More Information: To have an informal conversation regarding the role or for more information please contact **Jonathan Eales** by email **jonathan.eales@boys-brigade.org.uk**

THE BOYS'
BRIGADE
> the adventure begins here



www.boys-brigade.org.uk/job-vacancies