



# The Trust for Developing Communities

## Finance Officer (Maternity Cover)

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#### The Trust for Developing Communities

Registered Address: Community Base, 113 Queens Road, Brighton, BN1 3XG

Company Limited by Guarantee Registration Number: 3939332 | Registered Charity Number: 1106623

Tel: 01273 234 769 | Email: [info@trustdevcom.org.uk](mailto:info@trustdevcom.org.uk) | Web: [www.trustdevcom.org.uk](http://www.trustdevcom.org.uk)

Dear Candidate,

Thank you for your interest in covering a central role with The Trust for Developing Communities. We work with over 13,500 people each year in Brighton and Hove to tackle inequality through community-led solutions by delivering youth work, equalities and community development work

The role of **Finance Officer** will suit a skilled and ambitious person who would relish the chance to play a key role in the central team supporting the organisation to deliver our varied and impactful workload.

You will bring a high level of organisational skill and attention to detail, a willingness to learn and collaborate with others as well as a can-do, pitch-in attitude towards tasks.

You will look forward to the chance of joining a skilled and dedicated team where there is the opportunity to develop your finance skills and build solid experience working across a wide range of areas within the charity sector.

I am sure that, for the right candidates, this role will offer a fulfilling working opportunity and the chance to make a significant difference to the people of Brighton and Hove, and beyond.

TDC is committed to achieving greater diversity in its Staff Team and welcomes applications from people any sex, gender, race, age, sexuality, belief or disability.

If you feel inspired by this opportunity, then we very much look forward to hearing from you.

Good luck!

Athol Hallé,

Chief Executive, The Trust for Developing Communities



# About TDC

Since TDC's inception in the year 2000, our primary focus has been community development work directly within neighbourhoods experiencing deprivation in Brighton and Hove. We have gone on to develop a broad range of grassroots services supporting young people, excluded communities and older people.

The strong trusting relationships we have built up with communities and partners has enabled us to grow considerably in size and impact over the years. We now employ 60 staff with a turnover of over £1.7 million. Despite our positive impact with excluded communities, there is much more work to be done to reduce the unacceptable health, social and economic inequalities that cast a shadow across our city.

**Our Context** Brighton and Hove is a uniquely creative and progressive City, which faces many challenges – there are areas where 43% of our children live in poverty and life expectancy is nine years shorter; whilst across the city we have the fourth highest level of suicide in the country and the second highest number of people sleeping on our streets. This is not ok.

**Our Vision** is for Brighton and Hove to become a city of equality, diversity and inclusion where our communities thrive.

**Our Mission** is to deliver community-led solutions.

## Our Work

**Equalities.** We support excluded communities through a broad range of health & well-being and employability & learning projects. These include: cancer screening access, employability support, social prescribing; mental health support; training; community learning; community research.

**Neighbourhood.** We deliver community development work in areas of within the city focused on developing community-led groups. This includes specialist work to support older people.

**Youth Work.** We deliver two significant youth work contracts for Brighton and Hove City Council in the North and East of the city. Additionally, we deliver individual support to young people around health and well-being and coaching. We also lead the citywide detached youth work programme *Brighton Streets*.

## Our Values

**Community** *“Strong communities are the key to health and happiness!”*

Community-led solutions produce longer lasting and more meaningful change. When we connect people, organisations and communities this maximises our resources and improves our well-being. Together we are greater than the sum of our parts.

**Equality** *“None of us can truly thrive whilst some of us are in poverty!”*

To address economic, social and health inequalities, we recognise that everyone has different needs and opportunities. It is essential that resources are focused where they are most needed to enable everyone to play their full part – which benefits us all.

**Diversity** *“Our diversity is our strength!”*

We are enriched by our range of cultures, situations, sexualities, genders, faiths, ages and abilities. This unique blend gives us the experience and perspectives we need to address our city's problems.

**Inclusion** *“There is no ‘them and us’ only us!”* We all have something valuable to offer, so when we support people to participate, including our most excluded and vulnerable citizens – everyone gains from this.

# Finance Officer (Maternity Cover)

## Job Description

### Overview

**Job Title:** Finance Officer

**Contract:** Fixed Term 12 months (maternity cover)

**Hours:** 14 Hours per week (over 2 or 3 days)

**Salary Scale:** £23.5k-£27k pro-rata (Scale points 12-19) + 6% pension.

**Holiday:** 25 days a year, plus an extra 3 days at Christmas, and all Bank Holidays. Pro-rata.

**Location:** TDC's head office is at Community Base, 113 Queen's Road, Brighton.

**Reporting to:** Finance Director

### Objective

*To provide finance and administration support across TDC as a key member of the Central Team.*

### Principal Responsibilities

#### Finance

1. **Supplier Processing.** Be responsible for financial processing and reconciliations including electronic filing to QuickBooks and our shared drive. To process supplier invoices, bills, credit cards, staff expenses and other costs in line with finance procedures. To prepare payment runs for approval and upload to online banking and to allocate payments to ledgers. To manage supplier relationships, statement reconciliations and send remittance advices.
2. **Customer Processing** To raise income invoices, process grant and donation receipts, update the Income Budget for new projects, to liaise with Department Managers and supply financial reports.
3. **Management reporting.** Be responsible for bank and petty cash reconciliations. To maintain fixed asset registers and charity asset records and assist with accurate and complete paper and electronic filing of financial records. To provide department managers with monthly/ad hoc financial reports.
4. **Year-End Reporting and Audit.** To assist with annual audit and accounts preparation.
5. **Payroll.** To prepare the payroll file for the payroll provider, including processing new starters, leavers, zero hour contracts and contract variations.

#### Administration

6. **Enquiries.** To lead in finance and payroll queries. Ensuring that these roles are covered, with clear guidelines to others when you are not at work.
7. **Suppliers.** Lead contact with our suppliers regarding finance and payments including our IT provider and mobile phone contractor.



8. **Record keeping.** To maintain organisational paper and electronic records and filing in an easily accessible format and in line with data protection regulation.
9. **Financial / Data Support.** To provide support to Directors and Managers with finance calculations, budgets and templates as and when required.

## General

10. **Equal Opportunities.** To implement and promote TDC's Equality and Diversity Policy. A positive attitude towards equal opportunities and anti-discrimination practice should permeate all aspects of our work.
  11. **General.** To undertake all other reasonable tasks as requested by your Line Manager.
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# Person Specification

## Essential Skills and Experience

1. **Qualifications.** Minimum AAT qualified or equivalent qualification, or working towards the same level qualifications, or relevant finance experience in a similar role.
2. **QuickBooks.** Experience with QuickBooks and/or similar finance systems
3. **Administration.** Excellent organisational skills with experience of delivering administrative functions in a complex and diverse organisation. Exceptional attention to detail.
4. **Systems.** Experience of developing, maintaining and improving administrative systems.
5. **Suppliers.** Experience of managing relationships with suppliers.
6. **IT.** Excellent IT skills on a PC: word-processing, databases, spreadsheets, email and the internet and the ability to be lead liaison with IT support provider.
7. **Basic Skills.** Excellent numeracy, literacy and organisational skills.
8. **Communication.** Ability to relate well to many different sections of the community and representatives of the Local Authority etc.
9. **Proactive.** Ability to be proactive and use your own initiative.
10. **Teamwork.** Ability to work as a member of a team with a positive, lively, enthusiastic and flexible approach to the work.
11. **Equal Opportunities.** A commitment to equal opportunities practice.

## Desirable Skills and Experience

1. **Charity.** Experience of working in a charity, social enterprise or similar working environment.
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# Application Process

## To Apply:

Please email a completed application form and equal opportunities form to TDC on [info@trustdevcom.org.uk](mailto:info@trustdevcom.org.uk), stating the role you are applying for. The application form includes:

**Supporting Statement.** This should explain why you are interested in this role with TDC and detail the skills and experience you feel you would bring. The statement should relate directly to the Job Description and Person Specification.

**References.** Please provide details of two referees. References will only be taken up if a job offer is made and only with prior permission.

## Closing Date:

The closing date for applications is **Wednesday 13<sup>th</sup> September 2022** at 10.00am

We will aim to notify candidates if you have been shortlisted for interview by 5.00pm on Thursday 14<sup>th</sup> September.

## Interviews:

The provisional date for interviews is **Wednesday 21<sup>st</sup> September** at the TDC Office - Community Base, 113 Queens Road, Brighton, BN1 3XG

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If you would like to discuss this role, please contact:

Jo Rees, TDC's Director of Finance on [joannarees@trustdevcom.org.uk](mailto:joannarees@trustdevcom.org.uk) or 01273 234 769.

TDC is committed to achieving greater diversity in its Staff Team and welcomes applications from people any sex, gender, race, age, sexuality, belief or disability.

Thank you for considering applying.

Good luck!

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