

# Finance Assistant

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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)

# Welcome Letter

Dear Candidate,

Thank you for your interest in taking on this new role with the Trust for Developing Communities – TDC.

TDC tackles inequality in Brighton and Hove through community-led solutions. Our strength-based model of community development and youth work empowers people who experience poverty and exclusion. Each year we work with over 21,000 people and over 300 community groups to come together and take action.

Last year saw the launch of our new strategy – ***The Inclusive City***, which sets the priorities and pathway for Brighton & Hove to become a more healthy, inclusive and thriving city and for TDC to become a more healthy, inclusive and thriving organisation.

The role of **Finance Assistant** will suit an experienced Accounts professional/bookkeeper 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 ensure finance records are inputted accurately and in a timely fashion; be acting as a main contact with suppliers and funders; and will be supporting TDC staff with finance issues.

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 absolutely committed to achieving greater diversity within our staff team, and we welcome applications from all.

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

Athol Hallé,  
Chief Executive, The Trust for Developing Communities



## About TDC

TDC was set up in the year 2000 - ever since our primary focus has been community development work 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 £2 million. Despite our positive impact, 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 healthy, inclusive and thriving city - free from inequality.

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

## 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; and community-led research.

**Neighbourhood.** We deliver community development work in areas of the city facing high levels of deprivation, with a focus on supporting community-led groups, including specialist work to support older people.

**Youth Work.** We run youth clubs across 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.** *“Together we are stronger.”* Community is at the heart of TDC. When we connect people, organisations and communities together, this builds strengths, improves well-being and reduces inequality.
- **Empowerment.** *“Building community brings social justice.”* The most effective way to tackle inequality is to support people experiencing poverty and exclusion to develop skills, knowledge and strengths, to come together and take action.
- **Inclusion.** *“There is no ‘them and us’ only us.”* We are enriched by the diversity within our communities. We recognise that discrimination exists, and we fight against it. When we proactively support people to participate, including the most excluded and vulnerable - everyone gains.
- **Equality.** *“None of us can truly thrive whilst some of us are in poverty.”* Everyone is valuable, everyone is needed. Tackling economic, social and health inequalities enables everyone to play their full part - which benefits us all.

# Finance Assistant - Job Description

## Overview

**Job Title:** Finance Assistant

**Hours:** 15 - 20 hours per week (work pattern flexible)

**Salary Scale:** £24k - £27k pro-rata + 6% pension.

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

**Employee Benefits:** Flexible working. Employee Assistance Prog. Cycle to Work Scheme

**Location:** TDC office - Community Base, BN1. With flexible home working as agreed.

**Reporting to:** Finance Manager

## Objective

To ensure finance records are inputted accurately and in a timely fashion; to act as a main contact with suppliers and funders; and to support TDC staff with finance issues - as a key member of the Central Team at TDC.

## Principal Responsibilities

### Finance

1. **Supplier Processing.** Be responsible for financial processing and reconciliations including electronic filing to Xero 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 senior staff and supply financial reports such as Aged Debtors reports.
3. **Reconciliations.** Be responsible for banking, asset (e.g. bus tickets, vouchers) and petty cash reconciliations. To provide finance and departmental managers with monthly/ad hoc financial reports.
4. **Payroll.** Supporting the payroll process, which is currently outsourced and potentially will be coming in house in the future.

## Administration

5. **Enquiries.** To lead in finance and payroll queries. Ensuring that information is accessible when you are not at work.
6. **Suppliers.** Lead contact with our suppliers regarding finance and payments including our IT provider and mobile phone contractor.
7. **Record keeping.** To maintain organisational paper and electronic records and filing in an easily accessible format and in line with data protection regulation.
8. **Financial / Data Support.** To provide support to Directors and Managers with finance calculations, budgets and templates as and when required.

## General

9. **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.
  10. **General.** To undertake all other reasonable tasks as requested by your Line Manager.
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# Finance Assistant - Person Specification

## Essential skills, experience and qualities

1. **Experience.** Proven bookkeeping experience with a solid understanding of basic bookkeeping and accounts payable/receivable processes.
2. **Accounting Software.** Experience with Xero 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 with a good knowledge of MS Office software, particularly Excel.
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. **Qualifications.** AAT qualified or equivalent qualification, or working towards the same level qualifications, or relevant finance experience in a similar role.
  2. **Charity.** Experience of working in a charity, social enterprise or similar working environment.
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# Application Process

## To Apply:

Please email your CV, a supporting statement and an Equal Opportunities Form to TDC on [info@trustdevcom.org.uk](mailto:info@trustdevcom.org.uk), stating the role you are applying for.

**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 (maximum 2 sides).

**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:

There is no application deadline. We will be accepting applications, processing them and selecting for interview as we go, until the role is filled.

## Interviews:

We will let you know if your application is being taken forward within a week of receipt. If so, we will contact you to arrange an interview, with the interviews being held 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:

Louisa Lindfield, TDC's Finance Director on [louisalindfield@trustdevcom.org.uk](mailto:louisalindfield@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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For more information please contact:

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