**Who we are?**

This is an exciting time to join the TCHC Group. TCHC Group was set up in August 2004. Since then, we have continued to develop and deliver programmes to support both young people and adults to learn, achieve and progress to greater opportunities. TCHC is an organisation that believes in creating opportunities for all. It is an organisation that is ethical, friendly, and considerate and encompasses these values in all its services and operations. Most of all we believe in working together as a team to create opportunities for the individuals we work with to grow, to help them recognise and achieve their aspirations and goals and attain a positive outcome.

The staff who work for TCHC are learner-centric and want to make a real difference to the people they work with, enabling them to improve their employment situation, some of whom will have had poor experiences of learning and employment in the past. Some may have complex lives and require signposting to other organisations who can help.

Staff are valued and recognised for the contribution they make towards the organisation’s vision and goals and the effective support they provide to the individuals we engage with. We have a strong belief that success is created together; one of the reasons why we are a great employer to work for.

**TCHC is a disability confident committed employer.**

**Who are we looking for?**

|  |  |
| --- | --- |
| **Job Title** | Finance Assistant |
| Location: | Watford |
| Working Hours: | 9.00 am to 3.00 pm, Monday to Friday  30 hours per week (hours can be discussed) |
| Contract Type Options: | Fixed contract - Maternity cover (52 weeks) |
| Salary Band: | £23k-£25k |

**What are we looking for?**

**Qualifications:**

* SAGE 50 – minimum 2 years’ experience
* Excel skills/IT literate
* Educated to ‘A’ Level or above, or with a relevant NVQ, or comparable relevant experience or training.

**Main Tasks & Responsibilities**

* To support the Senior Finance Assistant and the Financial Controller with the smooth running of the finance department
* Assisting with the Accounts Payables and Receivables – including reconciling incoming invoices and matching to purchase orders and updating Sage
* Maintain aged debtors and creditors
* Bank reconciliations
* Management of staff expenses and ensuring appropriate records are maintained
* Files documents; invoices, and staff expenses
* Receives and disburses payments, balances daily receipts, and prepares production reports using spreadsheets or daily balance sheets
* Resolve client and supplier queries
* Disburses payment from and keeps records for petty cash and reconciles monthly
* Prepares various financial-related reports and records
* Responds to enquiries and requests from staff, providers and projects. Work with another department to receive and send data.
* The post holder will be required to produce reports when required
* Other duties as reasonably required by the Finance Department.

**Note:** These responsibilities serve as an initial outline for the tasks that the post holder will initially be expected to perform. Changes may occur over time to accommodate evolving job requirements and adapt to shifting circumstances.

Furthermore, given the dynamic nature of our operational environment, it is crucial for individuals in these roles to demonstrate flexibility and a willingness to travel to different work locations. This outline represents an initial plan and will be subject to periodic review as part of our Continuous Professional Development process.

**Confidentiality**

The individual in this role is responsible for upholding the confidentiality of information pertaining to clients, staff, and other stakeholders. Certain aspects of their work involve handling confidential information, which should not be disclosed to individuals outside the scope of their official duties. It is imperative that the post holder consistently always adheres to the provisions of the General Data Regulation Act.

**Safeguarding, Prevent & Equal Opportunities**

TCHC is dedicated to promoting equal opportunities and preventing discrimination for everyone. Our commitment extends to adhering to Safer Recruitment Policies, safeguarding practices, complying with the Prevent Duty, and advocating for the well-being of children, youth, and adults. In pursuit of our dedication, we will continuously enhance and refine our robust safeguarding processes and procedures, fostering a culture of safeguarding among our team members and volunteers.

**Pre-employment checks**

The company also conducts an internal online search on social media platforms in accordance with the Keeping Children Safe in Education guidance. Should any pertinent information arise from this search, it will be discussed with the applicant as part of the recruitment process.

Please note that upon a successful job offer, the company performs digitalised right-to-work checks and initiates DBS applications through an external service provider. An enhanced DBS check, including the barred list, is mandatory for this role.

**Rewards for your hard work**

For us here at TCHC reward means far more than just pay. Our generous and competitive benefits package includes:

* Annual leave up to 25 days plus 8 public Bank Holiday
* We operate a Christmas and New Year shutdown period in which you will receive an additional 3 days of leave at full pay to cover this closure period.
* When your birthday falls on a working day you will receive this day off at full pay.
* Pension scheme after 3 months you have been employed with us
* Bupa Cash Plan, level 1 paid by the company
* Employee Assistance Programme to access help and support 24 hours a day every day of the year for immediate family (eligibility applies)
* Discounted membership for BUPA (subject to the qualifying conditions)
* Long Service club loyalty gift upon completion of 5 and 10 years’ of continuous service
* Quarterly and annual awards
* Company tools and equipment for the performance of your duties
* Reimbursement of travel expenses

**How to Apply**

To apply please complete the application form online at: <https://www.tchc.net/vacancies/apply-now>

**Application deadline**

The closing date for applications is 14/07/2024.

**Interview dates**

Interviews are scheduled for W/C 17/07/2024.