



# Recruitment information pack

## **Finance Officer**

November 2019

# Welcome

Thank you for your interest in applying to the School for Social Entrepreneurs. We have put together some information below which we hope will help you understand the organisation and the role. For more information please visit [www.the-sse.org](http://www.the-sse.org).

## About the School for Social Entrepreneurs

We can't fix issues like poverty, climate change and ill-health alone. That's why the School for Social Entrepreneurs exists. SSE helps 1,000 people a year develop the skills, strengths and networks they need to tackle society's biggest problems. It runs courses that equip people to start, scale and strengthen organisations that make a positive difference. But it is not a traditional school. Learning with SSE is inspiring, action-based and accessible. SSE supports people in others ways too, such as funding and mentoring. Lord Michael Young founded SSE as a charity in 1997, and it's grown to a network of schools across the UK, Canada and India. Together, SSE is changing lives and transforming communities.

SSE is currently delivering a UK-wide five-year learning programme in 12 UK locations with the support of Lloyds Banking Group and Big Lottery Fund, and a national learning programme for community businesses in partnership with Power to Change. SSE also has strategic partnerships with corporates such as PwC, Linklaters, RSA Group and others as well as funding partnerships with trusts and foundations including Lloyds Bank Foundation. We also generate earned income through selling places on our short courses and workshops.

SSE is a vibrant organisation; we work entrepreneurially and are committed to providing quality learning opportunities for social entrepreneurs, community businesses and social sector leaders. Working here is engaging, exciting and demanding. If you are someone who enjoys creating solutions and contributing your ideas you'll enjoy how we work.

This role will be based within our central London offices at London Bridge, but will involve working with our network of schools across the UK. In London we are a busy, friendly and dynamic team with 35 staff based onsite.

## About the role

### Purpose

The purpose of this role is to provide accurate and timely financial processing and reporting services within the SSE finance team, thereby supporting the work of the School and ensuring the smooth running of our grant-making activities.

This is a varied role with opportunities for professional development that requires someone with strong literacy, numeracy and organisational skills and a keenness to learn more about the finance function and its role at SSE.

The SSE finance team currently consists of a head of finance, a finance manager and a finance officer and sits within the Finance and Resources directorate. The team is responsible for the overall financial management, financial reporting and management accounting functions of the charity.

This role is additional to the team and represents an expansion of the capacity of the Finance and Resources Team at a time of organisational growth.

You will succeed in the role if you have relevant experience of a full range of finance processes, including banking, sales ledger and purchase ledger work in a charity setting and bring strong interpersonal skills to the role.

## **Job description**

### **Key responsibilities**

#### **Financial Processing and Reporting**

1. Maintaining the purchase ledger and dealing with any queries. This would include undertaking weekly bacs payments runs to suppliers and staff.
2. Processing grant payments to students and recording payments on Sage Line 50.
3. Assisting with monthly payroll including payment of staff pensions and monthly allocation of payroll costs between departments and projects.
4. Accounting for staff credit card payments including transaction analysis and recording.
5. Preparing monthly direct debits analysis and recording.
6. Acting as the first point of contact for routine finance queries.
7. Maintaining the sales ledger and dealing with queries. This would include producing invoices as necessary and submitting grant claims and ensuring payments are received and recorded in a timely fashion.
8. Maintaining gift aid donation records and preparing the submission of tax repayment claims.
9. Preparing monthly credit card analysis and recording transactions.
10. Maintaining petty cash including preparation of analysis and recording.
11. Performing some balance sheet reconciliations and assisting the finance manager with others.

#### **General**

1. Carry out other tasks that are within the scope, scale, spirit and purpose of the role.

## **Key relationships**

You will report to the finance manager and work closely with the other members of the finance team. In your role as processor of grant payments to students you will also provide support to programme managers responsible for grant payment authorisations.

## **Person specification**

### **Essential**

- Holds an accountancy qualification or is working towards one
- Comfortable working independently and using own initiative
- Outstanding organisational skills and attention to detail
- Excellent numeracy and Microsoft Excel skills
- Excellent written and verbal communication skills
- Able to work under pressure and to meet deadlines
- Excellent communication and interpersonal skills appropriate to dealing with people at all levels
- Excellent computer literacy
- Experience of working within a charity and charity accounting
- Experience of similar role in a small to medium sized organisation
- Comfortable building relationships with a broad range of stakeholders internally and externally.

### **Desirable**

- Experience of working with SAGE Line 50 or similar
- Experience of working with Salesforce CRM or similar
- Experience of project accounting
- Experience of grant-making procedures
- Experience of handling restricted and unrestricted funds

### **Personal attributes**

- Ability to adapt to change and respond positively to new challenges.
- Flexible attitude and ability to work as part of a team.
- Reliable and conscientious, someone who will take personal responsibility for getting the job done well.
- Alert to process improvement opportunities in finance procedures
- Friendly, with a positive attitude.

## Key details

<b>Salary:</b>	Starting salary £32,061 + 5% pension
<b>Hours:</b>	35 hours per week, typical office hours 9am-5am or 10am-6pm with flexibility to work from home on occasion. We would be willing to consider a part-time role for the right candidate(s).
<b>Annual leave:</b>	25 days leave + Bank Holidays pro-rata. We also close the office between Christmas and New Year, usually the equivalent of a further 3 days of leave.
<b>Contract:</b>	12 month fixed term contract initially but with the possibility of extension.
<b>Location:</b>	London Bridge, SE1

## To apply

*To apply please send your CV and a covering letter (both of which should be no more than two sides of A4) answering the following questions:*

- 1. What attracted you to apply for this role?**
- 2. Why would you be an excellent Finance Officer for SSE?**

Please use no more than 800 words total to answer these questions.

Please send your application to [recruitment@sse.org.uk](mailto:recruitment@sse.org.uk) by 5pm on Wednesday 27<sup>th</sup> November 2019 and title your email 'Finance Officer'.

First round interviews will be held on 3<sup>rd</sup> December 2019, early applications welcome as due to holidays we will look to interview before closing date. Depending on the outcomes of the first interviews we may hold second interviews on the 10<sup>th</sup> December 2019.

Unfortunately due to our limited capacity we are unable to provide feedback to candidates not shortlisted for interview.

*SSE is committed to eliminating discrimination and actively encouraging diversity amongst our workforce by developing a staff team that mirrors the rich diversity found in our student population.*

*We will not discriminate with reference to age, gender, sexual orientation, race, colour, religion, marital status or disability.*

# Job Applicant Privacy Notice

As part of any recruitment process, SSE collects and processes personal data relating to job applicants. We are committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

## What information does SSE collect?

SSE collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK;

SSE collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

SSE will also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

## Why does the organisation process personal data?

SSE needs to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, SSE needs to process data to ensure that it is complying with its legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

SSE has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job

applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment, and decide to whom to offer a job. SSE may also need to process data from job applicants to respond to and defend against legal claims.

For some roles, SSE is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

SSE will not use your data for any purpose other than the recruitment exercise for which you have applied.

## **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team and interviewers involved in the recruitment process.

We will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. SSE will then share your data with former employers to obtain references for you.

SSE will not transfer your data outside the European Economic Area.

## **How does SSE protect data?**

SSE takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

## **For how long does SSE keep data?**

If your application for employment is unsuccessful, SSE will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

## Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require SSE to change incorrect or incomplete data;
- require SSE to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask SSE to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override SSE's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact [office@sse.org.uk](mailto:office@sse.org.uk). If you believe that SSE has not complied with your data protection rights, you can complain to the Information Commissioner.

## What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to SSE during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

**Data controller: School for Social Entrepreneurs, 2<sup>nd</sup> Floor, 139 Tooley Street, London SE1 2HZ**

**Reg. Charity in England & Wales (1085465)**

**HR Data Protection Contact: Helen Moules, Office Manager  
helen.moules@sse.org.uk 020 7089 9120**