

FINANCE OFFICER

Application Information

Thank you for the interest you have shown in our Finance Officer vacancy. This pack covers all the information you should need about Wellspring and the role:

- Introduction to Wellspring
- Job description
- Person specification
- Terms and conditions of employment

however, please don't hesitate to contact us if you have any questions.

To ensure that you complete the form as effectively as possible, you may wish to take note of the following information:

1. To apply for the post you must complete the application form provided. CV's should not be included as the information within them will not be used as part of the short listing process.
2. Applicants should fill out the application form as fully as possible paying particular attention to the section requesting additional information. This section will be used to shortlist candidates against the person specification. Candidates should explain how they meet each of the criteria listed in the person specification.
3. The deadline for receipt of completed application forms is noon on **Monday 11 April 2022**. Please note that applications received after the closing deadline will not be considered.
4. Completed application forms should be saved in word format only and emailed to jobs@wellspringtherapy.co.uk - Alternatively you may post your application to:

HR Manager
Wellspring Therapy and Training
78 High Street
Starbeck
Harrogate
HG2 7LW

Applicants are advised that short-listing will be completed soon after the closing date and those candidates chosen for interview will be contacted as soon as possible. Unfortunately, due to limited resources it is not possible for us to contact candidates who are not selected for interview nor is it possible for us to provide feedback on applications that aren't shortlisted for interview. Therefore, please be aware that, if you have not heard from us within two weeks after the closing deadline, you should assume that your application has been unsuccessful on this occasion.

Introduction to Wellspring

Founded in 2003, Wellspring is a counselling and training centre seeking to restore hope, develop resilience and facilitate positive change in the lives of children and adults suffering from emotional distress.

Our objectives are to:

- Provide affordable, professional, psychological support to adults and young people in emotional distress
- Promote good mental health through education and training
- Be recognised as a centre of excellence within our field

We do this through:

- Providing one-to-one counselling for children (4-18 years) and adults from our centre,
- Providing counselling to young people in local high schools,
- Facilitating supervision for clinical and pastoral professionals,
- Coordinating support groups and education on several topics within mental health,
- Providing affordable training to individuals, businesses, churches and schools on how to prevent poor mental health.

Our heart is to see an end to darkness and distress in people's lives. Our Christian Faith motivates us in the belief that all can experience freedom and hope from their experiences. Whilst we are a Christian organisation our services are open to all. We welcome volunteers and staff from a variety of backgrounds who are sympathetic to our Christian values.

In 2018, we moved into our current premises, which is enabling us to steadily grow. These premises provide 9 counselling rooms (two designed for play therapy), a training room and comfortable space for staff and volunteers. In 2021, we supported over 700 individuals. We are currently offering approximately 140 counselling sessions per week from our centre, both online and face to face.

We are passionate about removing all barriers to individuals accessing support, which is why we are an affordable service. This means we ask clients to contribute to their sessions an amount they feel able to, from as little as £5 per session. Therefore, some of our income is sustainable coming from client fees, training events and contracts. We then generate the rest of our funding through community fundraising, campaigns, events, churches, group and individual donations, corporate sponsorship, applications to grants and foundations and renting out rooms in our building.

Our Team:

The current staff team is made up of 19 part-time members (Executive Director, Therapeutic Lead, Operations Manager, Head of Fundraising, Finance Officer, HR Manager, Training & Education Coordinator, Counselling Team Manager, Administrator, Receptionist, Communications Officer, 2 Adult Counsellors, 3 Schools Counsellors, 2 Young People's Counsellors and 2 Young People's Group Workers). All staff work between 6-28 hours per week.

Our volunteer team is made up of over 50 volunteers working in a variety of roles including counsellors, welcomers, gardeners, trustees, fundraisers, event support.

Job Description

Salary & Hours:	10 hours per week, SCP H, FTE £26,246- £29,144 dependant on experience. Pro rata £6,998- £7,771
Responsible to:	Executive Director
Location:	Wellspring's offices, Starbeck, Harrogate North Yorkshire

Purpose of the role:

We are looking for someone who is self-motivated, able to take the initiative, and work reflectively to fulfil the requirement of the role. This post holder is responsible for managing the financial operations of a small but growing charity. They will work with the Executive Director and Treasurer to ensure that Wellspring remains compliant with all statutory financial regulations and prepare appropriate financial data to meet key reporting requirements.

Duties include:

- Processing and payment of expenses and invoices and recording of income.
- Bank account reconciliations.
- Production of monthly management accounts on Liberty Accounts and draft monthly report to Trustees.
- Preparation & Administration of budgets and maintenance of forecasts.
- Administration of Monthly payroll including processing pensions, resolving related queries and issuing associated documentation.
- Quarterly VAT reporting.
- Preparing fortnightly banking.
- Preparation of annual accounts for review in collaboration with the Treasurer.
- Ensuring of the smooth running of financial processes and controls.
- Handle any financial queries.
- Oversee petty cash procedure.
- Gift Aid Administration and applications in collaboration with Treasurer.

Relationships:

- Meet regularly with line manager to share information, agree goals/ deadlines.
- With all staff, work in a way that seeks to support and promote the values and work of the charity
- Liaise with non-finance managers and charity Treasurer.

- Help create a supportive, open and inclusive team environment in which individuals feel respected and valued for their contribution.
- Comply with all relevant Health and Safety guidance.
- Undertake any such appropriate duties as directed by the Charity

Person Specification

Experience

Criteria	Essential/Desirable
Proven experience and competency in a similar role.	Essential
Experience in production of monthly and annual accounts including prepayment and accrual management.	Essential
Experience of preparing payroll including pensions.	Essential
Experience of VAT processing and returns to HMRC.	Essential
Experience of computerised accounting and payroll software.	Essential
Experience of Office 365 (Excel, Word, Outlook etc).	Essential
Experience of preparing Gift Aid claims to HMRC.	Desirable
Experience of Liberty accounting software.	Desirable
Experience of working in a charity environment.	Desirable

Knowledge and understanding

Criteria	Essential/Desirable
Understanding of the requirements of charity accounting including Restricted and Designated Fund Management.	Desirable

Skills and Qualifications

Criteria	Essential/Desirable
Good general education to GCSE or equivalent, including Maths and English.	Essential
Qualified accountant or equivalent.	Desirable

Personal Qualities

Criteria	Essential/Desirable
Sympathetic to/sharing the Christian ethos and vision of Wellspring.	Essential
Self-motivated with a methodical and organised approach to work.	Essential
Able to maintain high levels of confidentiality.	Essential
Excellent verbal and written communication skills.	Essential
Able to manage own workload and meet tight and competing deadlines.	Essential
Demonstrate enthusiasm and a willingness to adapt to new working practices.	Essential
Friendly disposition and willingness to work as part of a close-knit team.	Essential
Commitment to equal opportunities.	Essential
Commitment to ongoing personal and professional development.	Essential

Terms and Conditions

Place of work:	Wellspring House, 78 High Street, Harrogate, HG2 7LW though some home working may be possible dependent on the needs of the role.
Salary:	SCP H, FTE £26,246- £29,144 dependant on experience. Pro rata £6,998-£7,771. Salaries are paid in equal monthly instalments in arrears on or before the last working day of each month.
Hours:	10 hours per week. The nature of your work may necessitate you working outside of the agreed work pattern from time to time including occasional evenings and weekends to meet the needs of the service. Paid overtime is not available, but time off in lieu will be given.
Contract:	This is a permanent contract.
DBS:	This role is subject to DBS clearance at basic level.
Holiday entitlement:	25 days holiday plus bank holidays (pro rata) rising 1 day per year after 3 years of service to a maximum of 30 days.
Pension:	You may be eligible to be auto enrolled into the Charity's pension scheme - further details are available on request.
Notice period:	Generally, 4 weeks following successful completion of a 3-month probationary period.
Equality and diversity:	Wellspring is committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace for all staff, job applicants and clients. We aim to create a working environment in which all individuals can make best use of their skills, free from discrimination or harassment.

