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**EQuIP is recruiting two new posts this autumn to strengthen its equality, diversity and inclusion work and tackling discrimination.**

**Discrimination and Hate Crime Officer** – 30 hours a week Fixed Term Contract for 12 months with a view to extending dependent on funding

**Finance Officer** for 7.5 hours a week Fixed Term Contract for 12 months with a view to extending dependent on funding

Please find attached:

1. Job description
2. Personal specification
3. Application form
4. Equal Opportunities Monitoring Form

Deadline for applications is **12 noon on Monday 30 September 2019**. Full details are on the application form.

Interviews Thursday 17 October 2019

Application forms only, no CVs

For a confidential chat about either of these roles please contact junaid@equipequality.org.uk or telephone 01788 863117, or 0330 135 6606



**Job Description**

**Post Title: Finance Officer**

**Hours:** 7.5 hours per week. Fixed term contract for 12 months.

**Salary:** NJC Scale Point 20 (£25,295 pro rata)

**Responsible to:** Office Manager andChief Executive

**Office Base:** Rugby

**Responsible for:** any appropriate volunteers

**Immediate Contacts:** Staff, trustees of EQuIP

**Purpose of the role**

You will support the Chief Executive in all aspects of EQuIP’s bookkeeping, income & expenditure, making payments, reconciling bank accounts, preparation of year end accounts and liaising with the project leads.

You will also contribute to the financial management of EQuIP through attendance at regular finance subcommittee meetings. This is a very hands-on role and would suit someone who enjoys working proactively, has a logical and systematic approach and excellent communication skills. The role involves managing some external relationships with external providers.

**Principal tasks**

* Day-to-day book-keeping and accounts processing (sales, purchases, nominal ledger) via SAGE or detailed spread sheets
* Receive all sales and purchase invoices and ensure they are appropriately authorised
* Process payments of all authorised purchase invoices and expense claims by BACS
* Bank and cash management, including reconciliation of all bank accounts, bank cards and pettycash
* Management of Euro account, reconciliation of all payments credited and debited and transfers to the GBP account.
* Work with the Chief Executive in forecasting and managing the cash flow
* Credit control and dealing with purchase ledger enquiries
* Preparation of bi-monthly management accounts and reports for the Chief Executive and FSC.
* Attend and take minutes at Finance Sub Committee meetings, at the request of the Chief Executive
* Preparation of year-end accounts, liaising with the external auditor and ensuring that all audit schedules are prepared and reconciliations are completed on time.
* Develop and monitor internal financial controls
* Develop financial information and processing systems in line with the changing needs of the organisation
* Ensure financial compliance and best practice in accordance with current accounting standards and SORP
* Liaison with the Payroll Service and Pension Scheme providers
* Administer the Childcare Voucher Scheme and liaise with the provider as needed
* Administer project timesheets and reconcile expenditure against individual project budgets
* Administer officer travel expenses and other expenses against relevant budgets and budget lines
* Ensure adequate procedures and practices are in place to comply with relevant Charity law and HMRC regulations.
* Assist in the production of timely reports to funders and other external agencies (capital and revenue), and produce other ad hoc reports as required
* Assist in any other relevant work as directed from time to time

**Other Duties/Tasks**

* Participate in the general development and promotion of EQuIP
* Participate in the decision making process of the organisation at regular team meetings
* Develop and maintain a working knowledge of equality, diversity, inclusion and cultural awareness
* Carry out all responsibilities within the ethos of EQuIP and adhere to all relevant standards and policies including equal opportunities, health and safety and safeguarding.
* Knowledge of GDPR and maintain highest standards of data protection

**General**

* Report progress to the Chief Executive and Board at agreed intervals;
* Undertake all necessary administrative or other duties necessary for the effective and efficient implementation of your work;
* Keep accurate records of all accounts in line with EQuIP procedures and standards;
* Support and attend a shared number of relevant external and community events, as determined by the Chief Executive. These may take place on weekends and outside of regular working hours.
* Demonstrate the highest professional standards in your work;
* Attend and support EQuIP at external events as appropriate
* Participate in appraisals and meeting your self-development needs.
* You will undertake any other duties necessary and which would reasonably fall within this post as delegated by your line manager and the Chief Executive.

**Person Specification**

**Qualifications and Experience**

* At least three years relevant bookkeeping and financial management experience
* AAT Level 3 or equivalent qualifications
* Experience in accounting software, good working knowledge of MS Word and Excel
* Knowledge of financial legislation and regulations
* Experience working in the charitable or voluntary sector.
* Excellent communication skills, written and verbal

**Skills**

* Strong written and verbal communication skills including the ability to present clear finance reports to the Chief Executive and the Board of Trustees if required
* Strong interpersonal skills: the ability to work well with people at all levels both within the organisation and our wider stakeholder community
* Proven ability to plan proactively and prioritise
* The ability to work well within a team environment
* Resilience and an ability to work on own initiative



**Job Application Form**

**Guidance Notes**

This advice is designed to assist you with your application and to explain the process that will be used to select the most suitable applicant for the post.

**Completing the application form**

The decision to invite applicants to attend for an interview is based entirely on what is written on the application form. It is therefore important that you give as much information as you can about yourself and relate this to the job you are applying for.

Equality and Inclusion Partnership aims to be an Equal Opportunities employer and requires the same range of information for all candidates to be submitted on an application form. It is therefore essential that you complete the application form in full, inserting ‘N/A’ where a section is not applicable. You may wish to include supplementary information in the form of a CV but this may not be submitted in place of an application form. Any CV received without a completed application form will be disregarded.

**Addressing the selection criteria**

The person specification states the skills, knowledge and experience we think a candidate must have to do the job and this will be used in determining which candidates are shortlisted. It is important that you address the person specification and show how you are able to satisfy each of the stated criteria. Do not leave out any relevant experience or skills/knowledge gained, whenever or however it was gained – for example, voluntary or unpaid work should be included. Any reasons for gaps in employment should also be included in your application.

In addition to explaining why you think you can do the job you should give your reasons for applying.

**References**

References are requested for shortlisted candidates, so you will need to indicate on your application form if you do not wish referees to be contacted prior to interview. No appointment will be confirmed before receipt of satisfactory references. If you have been employed, one referee should be your present or most recent employer. If you have never worked, or not worked for some time, try to think of someone who is able to say something useful and relevant about you in relation to the post applied for.

**EQuIP is a Disability Confident Employer which means we offer an interview to candidates with disabilities who fulfil the essential criteria. We also ask you to complete a separate Equality Monitoring Form which is considered separately to this application and kept confidential.**

**APPLICATION FORM**

*Please complete this form in* ***black ink*** *or typescript*

**Application for post of: Click or tap here to enter text.**

**Surname:** Click or tap here to enter text.

**First Names**: Click or tap here to enter text.

**Home Address**: Click or tap here to enter text.

**Postcode**: Click or tap here to enter text.

**Phone (Home and Mobile):** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Do you require a work permit?** Yes [ ]  No [ ]

*To comply with the Immigration, Asylum and Nationality Act 2006, you will be asked to provide original documentation of your eligibility to work in the UK.*

**NI Number:** Click or tap here to enter text.

**Do you hold a current valid UK Driving Licence?**  Yes [ ]  No [ ]

**Do you have access to a vehicle you can use for work?** Yes [ ]  No [ ]

**Do you have insurance to use that vehicle for work?** Yes [ ]  No [ ]

**EMPLOYMENT**

**Present/Previous Employer**: Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**Date appointed/Left:** Click or tap here to enter text. **Length of time with employer**: Click or tap here to enter text.

**Salary:** Click or tap here to enter text.

**Main duties/responsibilities:** Click or tap here to enter text.

**Reason for Leaving:** Click or tap here to enter text.

**PREVIOUS EMPLOYMENT (most recent first, please include any voluntary and paid posts and explain any gaps)**

| **Employer**  | **Post title and main responsibilities**  | **Salary** | **Dates from/to**  |
| --- | --- | --- | --- |
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**EDUCATION AND TRAINING**

Please give details of any recognised qualifications and the institution/s you attended:

Click or tap here to enter text.

**OTHER TRAINING**

Please give details of any other training relevant to this post:

Click or tap here to enter text.

**Do you consider yourself to have a disability?** Yes [ ]  No [ ]

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process:

Click or tap here to enter text.

**PERSONAL STATEMENT**

**Please tell us why you applied for this job and why you think you are the best person for the job?**

Click or tap here to enter text.

**Please tell us about your qualifications, experience and personal attributes in meeting the essential criteria in the Person Specification?**

Click or tap here to enter text.

**REFERENCES**

Please give below the names and address of TWO references who have known you for a minimum of 6 months, one of whom should be your current or most recent employer. **Please note references will be taken up before an offer of employment is made.**

1. **Name:** Click or tap here to enter text.

**Position:** Click or tap here to enter text.

**Organisation:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Telephone No:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**In what capacity does this person know you?** Current employer [ ]

Previous employer: [ ] Personal character reference [ ]

**How long have they known you for?** Click or tap here to enter text.

1. **Name:** Click or tap here to enter text.

**Position:** Click or tap here to enter text.

**Organisation:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Telephone No:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**In what capacity does this person know you?** Current employer [ ]

Previous employer: [ ] Personal character reference [ ]

**How long have they known you for?** Click or tap here to enter text.

**Declaration of Criminal Records**

Do you have any ‘unspent cautions or convictions’ under the Rehabilitation of Offenders Act 1974 (ROA)? Yes [ ]  No [ ]

**Please note that an Enhanced DBS check will be carried out before commencement of any employment.**

Please declare any relationship (family or otherwise) that you have with any officer, including Board members, of EQuIP? Click or tap here to enter text.

**Please read and sign the Declaration below:**

I confirm that to the best of my knowledge, the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

In accordance with the General Data Protection Regulations (GDPR) I consent to the Equality and Inclusion Partnership (EQuIP) processing personal data contained in this application form and other data which EQuIP may obtain from me, other people or third parties such as employment agencies, former employers when gathering references. I also consent to the processing of personal data in connection with Equal Opportunities Monitoring and to determine reasonable adjustments including sensitive data such as age, race or ethnic origin, physical or mental health, sexual life. \*

**Signed:** Click or tap here to enter text.

**Name:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

**Deadline for all applications is Monday 30 September 2019 at 12 noon**

Please send this completed form (marked Private and Confidential) to:

Claire Edwards

Officer Manager

EQuIP

Room 127, Morgan Conference Suite

Warwickshire College

Technology Drive

Rugby CV21 1AR

Or via email to: claire@equipequality.org.uk

If you would like a confidential conversation about this post please telephone: 0330 135 6606 or email: junaid@equipequality.org.uk

*\* Please note our Privacy Notice is available here:* [*https://www.equipequality.org.uk/privacy-policy.pdf*](https://www.equipequality.org.uk/privacy-policy.pdf)

**EQUALITY AND DIVERSITY MONITORING FORM**

Equality and Inclusion Partnership wants to meet the aims and commitments set out in its Equality and Diversity Policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of our workforce in encouraging equality and diversity.

We need your help and co-operation to enable us to do this, but filling in this form is voluntary. The information you provide will stay confidential, be stored securely with access limited to only staff dealing with Human Resources. We comply with stringent GDPR principles. See our Privacy Policy for more details.

Please return the completed form to claire@equipequality.org.uk or by post to Claire Edwards, Office Manager, EQuIP, Room 127, Morgan Conference Suite, Warwickshire College, Technology Drive, Rugby CV21 1AR marking the envelope ‘Strictly Confidential’.

**Gender** Man [ ]  Woman [ ]  Non-binary [ ]  Prefer not to say [ ]

If you prefer to use your own term, please specify here Click or tap here to enter text.

**Marital Status**

Married [ ]  Single [ ]  Civil partnership [ ]  Other [ ]  Prefer not to say [ ]

**Age** 16-21[ ] 22-35[ ]  36-49[ ]  50 + [ ]  Prefer not to say [ ]

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

***White***

English [ ]  Welsh [ ]  Scottish [ ]  Northern Irish [ ]  Irish [ ]

British [ ]  Gypsy or Irish Traveller [ ]  Prefer not to say [ ]

Any other white background, please write in: Click or tap here to enter text.

***Mixed/multiple ethnic groups***

White and Black Caribbean [ ]  White and Black African [ ]  White and Asian [ ] Prefer not to say [ ]  Any other mixed background, please write in: Click or tap here to enter text.

***Asian/Asian British***

Indian [ ]  Pakistani [ ]  Bangladeshi [ ]  Chinese [ ]  Prefer not to say [ ]

Any other Asian background, please write in: Click or tap here to enter text.

 ***Black/ African/ Caribbean/ Black British***

African [ ]  Caribbean[ ]  Prefer not to say [ ]

Any other Black/African/Caribbean background, please write in: Click or tap here to enter text.

***Other ethnic group***

Arab [ ]  Prefer not to say [ ]

Any other ethnic group, please write in: Click or tap here to enter text.

**Do you consider yourself to have a disability or health condition?**

Yes[ ]  No[ ]  Prefer not to say [ ]

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here: Click or tap here to enter text.

*The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your Manager.*

**What is your sexual orientation?**

Heterosexual [ ]  Gay woman/lesbian[ ]  Gay man [ ]  Bisexual [ ]

Prefer not to say [ ]  If you prefer to use your own term, please specify here Click or tap here to enter text.

**What is your religion or belief?**

No religion or belief [ ]  Buddhist [ ]  Christian [ ]  Hindu [ ]  Jewish [ ]  Muslim [ ]  Sikh [ ]

Prefer not to say [ ]  If other religion or belief, please write in: Click or tap here to enter text.

**What is your current working pattern?**

Full-time [ ]  Part-time [ ]  Prefer not to say [ ]

**What is your flexible working arrangement?**

None [ ]  Flexi-time [ ]  Staggered hours [ ]  Term-time hours [ ]

Annualised hours [ ]  Job-share [ ]  Flexible shifts [ ]  Compressed hours [ ]

Homeworking [ ]  Prefer not to say [ ]  If other, please write in:Click or tap here to enter text.

**Do you have caring responsibilities? If yes, please tick all that apply**

None[ ]  Primary carer of a child/children(under 18)[ ]  Primary carer of disabled child [ ]

Primary carer of disabled adult (18 and over) [ ]  Primary carer of older person [ ]

Secondary carer [ ]  Prefer not to say [ ]