**Finance Co-Ordinator**

*‘’Choose a job you love and you will never have to work a day in your life.’’* - Confucius

**Charity Number: 1126806**

**Based:** Calderstones Mansion House, Liverpool, L18 3JB

**Reporting to**: Finance Manager

**Salary:** £18,000-£20,000 per annum

**Hours:** 35 hours per week, 30 days annual leave

**Duration:** Permanent

**About The Reader**

‘Sometimes I can relate the story to my own life, like with *The Old Man and the Sea,* that feeling of limbo, being stuck, that’s what I felt like before I came to the group.’

The Reader is a fast-growing social enterprise with a national and international remit that develops innovative shared reading-aloud groups in diverse communities across society. Head office is in our home city of Liverpool but we have teams in London, the North East, the South West, Scotland Wales, as well as a national prisons project in 6 locations, and work in Northern Ireland, Belgium and Denmark.

We are hard-working, hugely ambitious and aim for the highest standards of quality in all aspects of our work. We want to make shared reading the norm in all walks of life.

We believe that literature is a force for social good that can be used to build community and enhance lives, reduce social isolation and help people to maximise their potential. Our work encourages people of all ages and backgrounds, in whatever life situation they find themselves, to become readers, to extend their reading habits, and to share their reading experiences with others.

The Reader works with over 5,000 people through 370 weekly groups, events and activities; from pre-schoolers to people at the end of life, and across a number of different sectors, including, but not limited to the Education, Criminal Justice and Mental Health Sectors.

**Our beliefs and values**

Our beliefs and values shape our culture and guide us in our work both internally and externally. These are principles that we hope will help everyone who works for us, everyone who works with us and everyone with whom we read understand who we are, what we stand for and how we do things.

It’s really important that we recruit people who feel they can work in accordance with these values:

* Great literature is at our heart
* We read to lead
* We are kind but bold
* We respect individuality but work as a team
* We value innovation and find ways to live with change
* We have strong boundaries and are well supported
* We celebrate success but learn from our mistakes
* We work whole-heartedly and value our wellbeing

This role sits at the centre of our shared reading work and combines and embodies many of the above, especially ‘Great literature is at our heart’, ‘We are kind but bold’ and, ‘We have strong boundaries and are well supported’.

Please read more about our purpose, beliefs and values here: <http://www.thereader.org.uk/who-we-are/our-values-and-beliefs.aspx>

**About this post**

*“A writer only begins a book. A reader finishes it.”* - Samuel Johnson

This role calls for an exceptionally highly-motivated and dedicated person.Reporting to the Finance Manager, you will assist in the successful management of The Reader and its social enterprises day to day finances.

**Role Specifications:**

* To support the Finance Manager in managing the core finance function of the organisation including the Community Interest Company trading subsidiary
* Maintain both Sales and Purchase Ledger, ensuring all invoices are dealt with in a timely manner using the Sage accounting system
* Purchase order processing
* Weekly bank reconciliations
* Cash management including weekly payment runs, cash banking and petty cash
* Weekly & Monthly payroll completion and liaising with payroll bureau as required
* Pension submissions to pension providers
* Credit Control including liaising with customers to resolve issues
* Reconciliation of supplier statements including liaising with suppliers to resolve issues
* Company credit card processing
* Staff and Volunteer expenses processing ensuring adherence to financial procedures
* Month-end accounts preparation to trial balance including accrual and prepayment journals as required
* Assist with month-end balance sheet reconciliations
* Provide meaningful support and guidance to finance administrator
* Support non-finance staff as required including providing advice and guidance on best practise and financial procedures
* Any other duties as directed by the Finance Manager

**Person Specifications:**

**Essential:**

* AAT qualified
* Strong understanding of double entry bookkeeping including accruals and prepayments
* Previous relevant experience in a Finance Administration/Senior accounts assistant role
* Good rounded knowledge of financial procedures and processes, and familiarity with the use of management information systems for financial management
* Proven experience of recording accounting transactions and maintaining accounting records
* Good working knowledge and previous experience in using at least one accounting package
* Good interpersonal skills and proven ability to deal with people at a variety of levels
* Proven ability to work supportively and effectively within and across teams and build good working relationships
* Keen eye for detail and a high level of accuracy
* Proven ability and willingness to work under pressure to process high volumes of work while meeting tight deadlines
* Proficient working knowledge and experience of using Microsoft Excel and Word
* A systematic and organised approach with an ability to follow things through
* Ability and willingness to work independently and under minimal supervision
* Flexible, proactive and willingness to continually update own skills and knowledge across a range of Finance related subjects
* Commitment to the aims and values of The Reader Organisation

**Desirable:**

* Experience of using Sage Line 50 and Sage Payroll
* Understanding of VAT treatment in a trading and non-trading environment
* Experience of working in a charitable or Not-For-Profit organisation
* Experience of mentoring and supporting junior members of staff

**How to Apply:**

**Note**: Please do not just send in a CV. We will only consider applications that adhere to the following process:

Please complete the application form and submit a covering letter, explaining how you meet the requirements of this role, to jobs@thereader.org.uk

Your covering letter is an opportunity for you to include any additional information which could not be explained within the application form.

**Deadline for applications: Monday 19th June 2017, 5pm.**

NB: applications arriving after 5pm will not be considered.

You will be notified if you are to be called for interview by **Tuesday 20th June, 5pm**. If you have not heard from us by then, you have been unsuccessful. Volume of applications may make replies to everyone impossible.

**Interviews: Thursday 22nd June 2017**

Role begins: As soon as possible thereafter.