

Senior Finance Officer, Finance, London Head Office

37 hours per week

Grade 3 (lower): £30,253 - £32,851 per annum (inclusive of Inner London Weighting)

Family Action has been a leading provider of services to disadvantaged and socially isolated families since its foundation in 1869. We work with over 45,000 children and families a year by providing practical, emotional and financial support through over 100 services based in communities across England.

A further 150,000 people benefit from our educational grants and information service. We tackle some of the most complex and difficult issues facing families today – including domestic abuse, mental health problems, learning disabilities and severe financial hardship.

The Finance department provides the complete finance function to the whole company overseeing all the 140 services across England, addressing all issues and processing payments to meet the demands of staff and external agencies.

Reporting to the Deputy Head of Finance, you will be responsible for the efficient running of the Debtors ledger and Creditors Ledger including expenses claims and Credit card transactions. Ensuring accurate and timely information is processed and made available to users.

Good level of competence in Microsoft Office and proficient in Excel. Able to work under pressure, achieve targets and meet deadlines. You will be a confident communicator and comfortable working in a small team environment where priorities can change at short notice.

We are forward looking, ambitious and with a commitment to continuous improvement. We are a people focused, can-do organisation, which strives for excellence in all we do and operate with mutual respect. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

Our Values: People Focus, Mutual Respect, Excellence in all we do and a Can Do attitude.

If you can relate to these and have the necessary skills and attitude we can offer you:

- The chance to become part of a truly excellent service to the Grenfell community.
- A competitive salary, leave entitlement and pension scheme.
- Career development opportunities.
- A full induction and on-going quality training.
- The opportunity to become part of national Family Action initiatives.
- Managed workloads and regular supportive and reflective supervision.

For an application pack and further information, including the benefits we offer, please visit



www.family-action.org.uk/workingwithus.

Please email completed applications to: completed.application10@family-action.org.uk

Closing date: 21st February 2020, 9am

Interview date: W/C 9th March 2020

Family Action offers good working conditions, a comprehensive training programme and a Group Personal Pension Scheme (GPPS). We welcome applications from all sections of the community.