

Assistant Accountant

Candidate information pack

Together we make it possible



Affinity
Trust

We are Affinity Trust.

Affinity Trust is a social care provider and charitable organisation working in England and Scotland. With more than 30 years of experience, we specialise our support to people living with learning disabilities, autism, and other assessed needs.

Since we were established in 1991, we have been steadily growing and expanding our services to ensure that more people can live an active and fulfilling life.

Our organisation is a registered provider with the **Care Quality Commission** in England and the **Care Inspectorate** in Scotland.

We are a registered charity in **England and Wales** and in **Scotland** and operate as a company limited by guarantee registered under the Companies Act of 1985.

Our approach

At Affinity Trust, we are all about possibilities.

The people we work with have goals to achieve and milestones to reach.

We plan, communicate, and deliver with and alongside people, not for or in place of them.

By challenging harmful assumptions and championing positive change, we empower people to live the life they choose.

We build meaningful relationships and make connections in our communities. We are bold, passionate, and creative in exploring different ways of doing things.

At Affinity Trust, it is possible to live your life, your way.

It is possible to feel ambitious and supported. Courageous and reassured. Independent and encouraged.

It's not one or the other.

Together we make it possible.



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Purpose

Our purpose is supporting people to live their lives, their way.

Our values



People are at the heart of everything we do.

We listen, we learn, we build on strengths



We give our best.

What we do matters. Good days and bad. We take responsibility.



We work together.

We are one team and value people's strengths and differences. We are open and trusting with each other.



We have courage.

We try new things. We are creative and adaptable.

Assistant Accountant

Job description

Reports to: Financial Controller

Job Purpose

The purpose of this role is to support the overall Financial Accounting function.

Key Responsibilities

- Processing sales invoices
- Responsible for posting monthly and weekly payroll as required
- Responsible for obtaining the correct authorisation on consolidated invoices (Magnit)
- Responsible for ensuring insurances are kept up to date
- Provide holiday cover for Accounts Receivable and Payable functions
- Support the Treasury Assistant with raising utility invoices
- Assist Financial Controller with various analysis
- Reconcile designated balance sheet accounts to ensure assets and liabilities are correctly identified and appropriate actions taken.

Person Specification

Factor	Essential	Desirable
Values	<p>Demonstrates organisational values:</p> <ul style="list-style-type: none"> • People at the heart of everything we do We listen, we learn, we build-on strengths. • We give our best. What we do matters. Good days and bad, we take responsibility. • We work together. We are one team and value people's strengths and differences. We are open and trusting with each other. • We have courage. • We try new things. We are creative and adaptive. 	



Skills, Competency & Values	<ul style="list-style-type: none">• Good communication skills, with the ability to communicate effectively via telephone, email, and face to face.• Highly self-motivated with the ability to work independently and take initiative.• Strong attention to detail, high levels of accuracy.• Strong analytical and problem-solving abilities, with a proactive approach to resolving issues.• Effective time management skills, with the ability to meet tight deadlines and perform well under pressure.• Collaborative team player with experience working across Finance and Operations teams.• Proactive and solution-focused approach to identifying and improving processes.	<ul style="list-style-type: none">• Some knowledge of the health and social services sector
Qualifications	<ul style="list-style-type: none">• Educated to GCSE level or equivalent	
Experience	<ul style="list-style-type: none">• At least one year experience in a similar role	
Other Specific Requirements	<ul style="list-style-type: none">• Ability to prioritise competing demands	

Next steps

Are you ready to join us?

Salary and Benefits

The salary for this role is £31,519.46 pro rata, and we are offering it on a full-time basis for a fixed term period of 6 months..

31 days annual leave pro-rata (including bank holidays), which we increase the longer you are with us.

- **Hybrid working** - We recognise that offering our employees the flexibility to work two days in the office and three days from home not only enhances productivity and sparks creativity but also cultivates stronger collaboration through a blend of in-person and remote interactions.
- **Stream** – an app that gives you access to a percentage of your pay as you earn it, access to coaching, vouchers, discounts, cashback and more.
- **Blue light card** – we will reimburse your Blue Light Card membership which provides discounts in your favourite shops and restaurants.
- **Simplyhealth** - Fully funded health cash plans giving you access to a 24-hour GP, money back on prescriptions, dental treatment, opticians and access to many more health benefits.
- **Buy and sell annual leave** – transfer windows open twice a year.
- **Pension and Life Assurance** - you'll be enrolled into our Scottish Widows pension scheme and Life Assurance scheme.

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