



**FINANCE ASSISTANT  
(part-time)**

**Applicant Information Pack**

# Introduction

Thank you for your interest in this role. This document does not form part of the employment terms and conditions but aims to give you more information about the role, its context and an outline of the work you could be involved with.

## About Hampshire Scouts

As Scouts, we believe in preparing young people with skills for life. We encourage our young people to do more, learn more and be more.

Young people and adult volunteers enjoy fun and adventure while developing the skills they need to succeed, now and in the future. We're talking about teamwork, leadership and resilience – skills that have helped Scouts become everything from teachers and social workers to astronauts and Olympians. We believe in bringing people together. We celebrate diversity and stand against intolerance, always.

We're a worldwide movement, creating stronger communities and inspiring positive futures. **#SkillsForLife**

Hampshire has the largest Scout County membership in the UK with **19,337 youth members**, and **6,784 adult volunteers** (*Figures: Census Jan 2024*).

## How to Apply:

Please apply by sending **your CV and a Covering Letter (Max 500 words)** by email to [county.office@hampshirescouts.org.uk](mailto:county.office@hampshirescouts.org.uk) or by post to the address below.

In your application, please ensure that you clearly outline why you believe you are suitable for the role and what you could bring to the team. Ensure you address all of the points in the Person Specification (see below).

Please also provide details of two people who would be willing to provide a reference if we were to offer you the role (at least one from a previous employer).

**The deadline for applications is 5pm, Friday 15<sup>th</sup> November 2024**  
**Interviews to be held the week of 2<sup>nd</sup> December 2024**

Please note if you haven't heard from us within 2 weeks of the closing date then unfortunately your application has been unsuccessful.

## Address for correspondence:

The County Office Manager  
Hampshire Scouts County Office  
Ferry Crofts Scout Activity Centre  
Beaulieu Road  
Brockenhurst  
Hampshire  
SO42 7YQ

# FINANCE ASSISTANT P/T

## JOB DESCRIPTION

<b>Job Title:</b>	Finance Assistant (Part time) Permanent
<b>Responsible to:</b>	County Office Manager, County Bookkeeper
<b>Job Summary:</b>	The post-holder will be responsible for assisting the County Bookkeeper in the timely and accurate processing of financial transactions within the County Office. Accounts experience is preferred but not essential for the right candidate looking to move into Finance as training will be provided. Additionally, there may also be an opportunity in the future for the post holder to undertake additional training relevant to the role. This is a varied role in a small, busy office environment where everyone is expected to help and support each other with various tasks, and a can-do attitude is vital to ensure its smooth running.
<b>Salary:</b>	Hourly rate of £12.46 per hour (£24,300 FTE pro-rata)
<b>Hours of work :</b>	20-25 hours per week (with negotiable working pattern, to be agreed with the successful applicant)

## ROLES AND RESPONSIBILITIES

- Processing all bank transactions in a timely manner, ensuring these have been approved by the relevant budget holder.
- Processing staff and volunteer expenses, ensuring these have been approved by the relevant budget holder.
- Processing bank reconciliations.
- Checking & processing purchase invoices on to the accounts system.
- Processing the weekly payment run.
- Dealing with queries.
- Helping to maintain the Debtors & Creditors Reports.
- Producing weekly transaction reports for departments as requested.
- Raise sales invoices when required.
- Maintaining all Finance filing.
- Ad-hoc duties and reasonable additional tasks as required, that are within the capabilities and experience of the post holder.

## PERSON SPECIFICATION

E = Essential D = Desirable

### EXPERIENCE

Working with a wide range of IT packages, including Microsoft Office	E
Previous experience of working in a finance role	D
Working with financial management or accounting software, ideally Sage	D
Working within a charity or other charitable organisation	D

### KNOWLEDGE AND QUALIFICATIONS

Numerate and Literate, with a minimum GCSE Grade C or equivalent in Maths and English	E
Knowledge or qualification in Finance and/or Accounting	D
Understanding of The Scouts / Hampshire Scouts and how we work	D

### SKILLS AND ATTRIBUTES

Excellent numeracy and literacy skills	E
Strong organisational and administrative skills	E
Strong IT skills; to include Microsoft Office and Outlook (email)	E
Self-motivated and with the ability to manage own workload	E
Resourceful, energetic and enthusiastic attitude, with a willingness to help others	E
Positive and friendly nature with the ability to work with a range of different stakeholders	E

## **FURTHER DETAILS**

### **Salary:**

Hourly rate of £12.46 per hour (£24,300 FTE *pro-rata*)

Salaries are paid monthly in arrears on the last working day of each month.

### **Pension:**

Immediate entry to The Scout Association Pension Scheme, with an Employer contribution of 3%.

### **Hours worked:**

20 - 25 hours per week, to be agreed with the successful applicant.

Working hours will be agreed with the successful applicant, on weekdays between 08:00 and 17:00.

### **Holiday Entitlement:**

25 days, plus Bank Holidays (*\*pro-rata*) increasing with length of service.

*\*The County Office closes completely over the Christmas and New Year period, and you must ensure you have sufficient annual leave to be taken over this time.*

### **Location:**

This post is located at the Hampshire Scouts County Office which is situated at Ferny Crofts Scout Activity Centre in the New Forest. It is therefore important the post holder has access to appropriate personal transport.

### **Other:**

Due to the nature of the work of Hampshire Scouts, all employees and volunteers are required to be cleared through the Disclosure and Barring Service for their suitability to work with and around children and young people.

A comprehensive Staff Handbook will be provided.