



INFORMATION PACK

Dear Applicant,

Thank you for requesting the application pack for the post of **Finance and Office Manager**.

This pack contains all the relevant information you will need to successfully complete the application form:

- Job description and person specification
- Terms and conditions
- Application form & equal opportunities monitoring form (available as separate documents)
- Recruitment and selection process at Think Ahead – guidance notes for completing the form

When applying, please note that personal details and equal opportunities monitoring data will be removed. The recruiting panel will see only your education and career history, and personal statement.

Closing date for the receipt of completed applications is 9am on Wednesday 30 March 2016.

Interviews will be held on Tuesday 12 April.

Please note that due to our recruitment practices we cannot accept CVs, or applications received after the deadline.

Due to the large number of applications we usually receive, it is not possible to write to you should you not be shortlisted. If you have not heard from us within three weeks of the closing date, please assume that your application has not been successful on this occasion.

If you have any difficulty in filling out the application form, or have any queries regarding your application, please contact Think Ahead's recruitment department on 0207 470 6100.

Please send your completed application form to: applications@thinkahead.org or by post to:
Recruitment, Think Ahead, 4th Floor, 13-14 Buckingham Street, London WC2N 6DF. In order to complete your application please also complete Think Ahead's [equal opportunities monitoring form](#)



Job Title: Finance and Office Manager	Salary: £34,000 - £37,000 per annum (depending on experience)
Responsible to: Finance and Operations Director	Responsible for: Office support staff – currently 1.8 FTE
Contract: Permanent – 37.5 hours per week	Start Date: April/May 2016

Background

Think Ahead is a new charitable organisation aiming to transform the lives of people with mental illness, by recruiting and training exceptional individuals to become mental health social workers. Similar to schemes like Teach First, Frontline, and Police Now, the Think Ahead programme will combine world-class academic learning, on-the-job experience, and leadership training.

We're building a high-performing team to run the Think Ahead programme, and we're looking for a Finance and Office Manager to join our team. You will be responsible for ensuring that our financial accounting is robust and efficient and the management of our office runs smoothly.

Think Ahead is currently being incubated by the Institute of Public Policy Research (IPPR) and is grant funded by the Department of Health. We're planning to become an independent charity soon.

The role

We're looking for an experienced and dynamic individual with charity finance experience to manage and operate the finance and office support team for Think Ahead. You will be either a full or part qualified CCAB accountant (or equivalent), with the ability to prioritise and deliver across a broad finance remit. With a flexible and proactive approach you will be hands on with regard to the day to day work required, and in managing, developing and motivating your team.

You will have technical accounting knowledge of the charity SORP and experience of preparing financial accounts, managing payroll and the production of financial information for a range of stakeholders. You will have experience of liaising with auditors, bankers and other professional advisors with knowledge of charity governance and risk management.

Job description

The main areas of responsibilities are as follows:

Financial Management:

- Support the Finance and Operations Director in delivering the financial strategy for the organisation.
- Ensure that at all times robust accounting processes, systems and controls are in place.



- Support the Senior Management Team in the annual budgeting process
- Prepare monthly and quarterly management accounts, including appropriate variance analysis and commentary on financial position.
- Control the day to day finance functions, monitoring income, expenditure and cash flow, overseeing purchase ledger, expenses and bursary payments.
- Prepare accurate monthly payroll information for despatch to the out-sourced payroll bureau and check returned reports for accuracy and posting to accounts system.
- Assist with preparation of annual statutory accounts in accordance with SORP requirements.
- Liaise with auditors, bankers and other professional advisors.

IT and Telecoms:

- Oversee the out-sourced IT support functions, identifying technology and communication requirements and liaise with the supplier.
- Ensure a limited on site provision for basic support.

HR:

- To oversee the HR administration and processes for recruitment, selection, appointment, staff induction, appraisal and absence monitoring.
- Ensure compliance with legal/regulatory requirements.

Administration, office management and facilities:

- To oversee the office management and facilities requirements of the Think Ahead premises, ensuring compliance with health and safety regulations.
- To, source, develop, monitor and control supplier contracts.

Management:

- To develop and manage the office support team providing the IT, HR, PA (to Chief Executive) and office facilities services, ensuring their objectives are aligned with the operational priorities.
- Contribute to the strategic and business planning for development and growth of the organisation.

This is a broad description of likely duties but as Think Ahead is a start-up, the role is likely to vary over time and include a wide range of objectives and experiences. We are a small, flat organisation, and all our team members need to take responsibility for leading projects and driving work forward independently.

Person Specification

Education

- Full or part CCAB (ICAEW, ACCA, CIMA, CIPFA) qualified;
- Degree, or equivalent (desirable, non-essential).

Knowledge, experience and skills

- Ability to work under pressure with minimal supervision to prioritise and manage a busy and diverse workload;



- Experience of accounting software packages (preferably Sage line 50);
- Experience of managing a finance and support team;
- Experience of dealing with auditors, solicitors and other professionals;;
- Advanced Excel skills;
- Experience of other Microsoft office packages – particularly Word and PowerPoint;
- Meticulous attention to detail.
- Strong written and verbal communication skills

Personal qualities

- Strong collaboration and team working skills
- Excellent interpersonal skills, with the ability to build strong relationships internally and externally
- Positive & proactive attitude
- Commitment to the goals and values of Think Ahead
- Ability to work independently, with conflicting demands, in a high pressured environment
- Flexible, highly organised and able to multi task and prioritise work to meet deadlines

Terms and Conditions

Location

Our London office is currently based near Embankment, London WC2. We reserve the right to move your base within the Central London area (within a 10 mile radius of Charing Cross) in the event of the organisation relocating to new offices

Working hours

This post is **37.5** hours a week between the hours of 8.45am and 6.00pm, including one hour for lunch. Exact timings can be individually negotiated with your line manager. Due to the nature of this post you will sometimes be expected to work outside these hours, occasionally in the evenings with due notice (care will be taken to provide notice, and support will be given, for example in the case of childcare). Overtime is not paid, and we do not operate a time-off-in-lieu (TOIL) policy, but we do embrace flexible working practices and endeavour to accommodate requests for flexible working where possible.

Probation period

All appointments are subject to a six-month probationary period.

Notice period

You are required to give **2 months** notice.

Annual Leave

25 days per annum plus UK bank holidays (pro rata for part time employees), in addition Think Ahead offices close for 5 days over the Christmas period. You will be given 3 of these days as additional leave,



and the remaining 2 days will need to be booked out of your annual leave entitlement. Staff can carry over 5 days (pro rata for part time employees) into the following annual leave year.

Smoking policy

Smoking in Think Ahead offices is not permitted.

The recruitment process at Think Ahead

Please read the following carefully before completing your application form.

The application form

Personal details

Make sure that your contact details are clearly displayed. If you move house between sending in your form and being interviewed, please let us know as soon as possible.

All personal details will be removed prior to the selection process.

Education and training

Give a list of formal and informal training. Formal training is training that is certified, e.g. a degree. Sometimes we ask for specific qualifications. You may need to provide information so that we can assess whether you meet the qualification requirements, e.g. relevant qualification for accountancy or research.

Present and previous employment

Starting with your current or last employer, list all the employers you have worked for. Provide the job title and the period you worked for them. Briefly describe the main duties of the post.

This information may be used to assess whether you meet the experience required for the vacancy. Check that the dates are correct and in order (please account for gaps in employment).

Personal statement

This is the most important part of the form. You have to make a case here for selection. Do not repeat your career history; use only the relevant parts, drawing out the skills you have developed.

It is usually a good idea to use extracts from the person specification as headings and answer them as questions. However, do not just repeat what we are asking for. You have to demonstrate how your experience matches the criteria.

In considering your experience, remember all your previous work and draw on this to demonstrate that you have the necessary skills.



Do not forget other relevant experience outside work that may contribute to meeting the person specification, such as community, voluntary, leisure and other interests. Describe any relevant skills this experience has helped you develop.

Remember, it is your skills and abilities relevant to this job that we are looking for. You do not have to write several pages in support of your application, but rather focus on ensuring you meet the essential criteria in the person specification.

Legal and organisational requirements when filling in the application form

Rehabilitation of Offenders Act 1974: You should not sign the application form without being clear about what you have to reveal about yourself. For instance, you do not need to disclose convictions that would be deemed as being spent under the Rehabilitation of Offenders Act 1974, or cautions, reprimands and final warnings that are over five years old, unless they are exempt from the Act. If you are not sure about what declarations to make, you should ring the Human Resources Officer at Think Ahead, who will give you confidential information about declarations (see application form).

Referees: At least one referee must be known to you in a work capacity, and should be given by the person who line managed you. If this is not possible you should clearly explain the relationship and the reason for giving another person as a referee.

The interview

All shortlisted candidates will be contacted by telephone, and the interview confirmed by letter or email. You will be informed of the time, location, and contact for the interview, as well as notice of any test or exercise you may be asked to do at the interview.

The recruitment and selection panel will be comprised of a minimum of two people, and will normally include the relevant line manager of the post. We will always try to ensure gender balance in the composition of the recruiting panel.

Applicants will be asked questions relating to the job description, person specification and application, and the panel will take notes during the course of the interview. This is part of the procedure to ensure that all applicants are treated equally, and to help us to make the right decision.

In preparation for the interview, take the opportunity to read through the job description, application form, and any other literature sent as part of the information pack, and be prepared to talk about your experience, giving examples that illustrate your ability to do particular parts of the job.



If you have any special requirements that would allow you to participate more fully in the interview, let Human Resources know when you are invited to interview.

Assessment

Shortlisted candidates will be asked to complete an assessment that will be a presentation relating to the role and/or a written assessment based on a typical task that the successful candidate would need to complete on a daily basis.

Feedback

All unsuccessful candidates who have attended an interview will be contacted by telephone and will be offered constructive feedback; this can be useful for helping you in future interviews. Feedback should be a two-way process. It is important to use the information given to you positively. If possible, you should also give feedback on how the process felt for you