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Personal Assistant (Finance)

Reference: 71881

Finance Department, Head Office, Stockport Town Centre

Thank you for your interest in the above post, please find the specific role requirements and duties for this post detailed within this document. When completing the application form you may submit additional documentation however we cannot accept a CV as a completed application.

Closing Date: 29 January 2025

Once you have submitted your application form allow *10 working days* after the closing date for a response. Please return the application form by email to recruitment@creativesupport.co.uk or by post to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS.

We are very much looking forward to receiving a completed application from you.

Yours Faithfully

Recruitment Department

All candidates are subjected to enhanced DBS checks.



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JOB DESCRIPTION – PERSONAL ASSISTANT (FINANCE)

Head Office, Stockport Town Centre

Hours: Full time or part-time hours (minimum of 24 hours to be worked across at least 4 days).

Responsible to: Senior Financial Accountant

The Role: To provide administrative support the Senior Financial Accountant.
To assist with transactional data tasks.
To be confident in all processes across the Finance Department, and deputise for colleagues on leave.

Duties

1. To provide responsive support to the Senior Financial Accountant, on a daily basis.
2. To provide a professional response to queries, observing the highest standards of discretion and confidentiality.
3. To be a point of contact in the Finance Department, to triage and direct queries, providing a clear response of how the query will be managed.
4. To manage the process of timesheets and absence monitoring across the finance department.
5. To assist with diary management for Senior Financial Accountant.
6. To schedule, minute and facilitate meetings (in person and virtual) for the Senior Financial Accountant and Finance Teams (internal and external meetings).
7. To facilitate and support in recruitment of new staff members.
8. To have a daily caseload of transactional data analysis and input, ensuring all items are correctly analysed, categorised and entered in the relevant systems.
9. To provide administrative support in managing payments for Council tax and business rates.
10. To become competent in processes within the department (as directed), in order to provide support and cover for colleagues.
11. To be part of the rota for taking payments from customers paying by debit/credit card over the telephone.
12. To ensure paperwork is accurately filed by agreed deadlines.
13. Filing and scanning of paper documents/invoices to be saved electronically, as required by Senior Financial Accountant.

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Other Responsibilities

14. A willingness to participate in the Out Of Hours rota, helping to staff a company wide support line on evenings and weekend.
15. To accept regular supervision and appraisal.
16. To carry out all work undertaken in a manner that reflects the charitable aims and values of Creative Support.
17. To comply with and to implement the Equal Opportunities Policy.
18. To maintain confidentiality at all times in accordance with Creative Support's Policies, GDPR and the Data Protection Act.
19. To work with your manager to establish and fulfil your ongoing training needs and requirements.
20. To observe all company policies, procedures and guidelines for good practice.

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PERSON SPECIFICATION – PERSONAL ASSISTANT (FINANCE)**Head Office, Stockport Town Centre**

	QUALITIES AND SKILLS REQUIRED	How Assessed	Essential/ Desirable?
1	At least one year's experience, paid or unpaid, of working in a busy office environment	Application & Interview	Essential
2	Experience of working in an administration role for a social care company	Application & Interview	Desirable
3	Ability to minute meetings	Application & Interview	Desirable
4	Experience in a PA or secretarial role in the public, private or charitable sector	Application	Desirable
5	Experience of using Sage accounts software	Application & Interview	Desirable
6	Excellent verbal and written communication skills, with a good standard of written English	Application & Interview	Essential
7	Ability to work collaboratively as part of a team	Application & Interview	Essential
8	Ability to work independently and often unsupervised	Application & Interview	Essential
9	The ability to take the initiative under pressure and in the absence of detailed information	Application & Interview	Essential
10	Excellent IT skills, including demonstrable experience of Microsoft Excel and Word	Application & Interview	Essential
11	Exceptionally courteous, friendly and professional telephone manner and e-mail style	Application & Interview	Essential
12	Good diary management and prioritisation skills, with the ability to anticipate and think ahead to make the necessary arrangements linked to diary appointments	Application & Interview	Essential
13	Commitment to excellent customer care	Application & Interview	Essential
14	Ability to remain calm under pressure	Application & Interview	Essential
15	Numeracy and data entry skills	Application & Interview	Essential
16	Excellent time management skills, including the ability to work on a variety of tasks and multiple projects and to prioritise these effectively	Application & Interview	Essential
17	Willingness to participate in regular supervision with line manager	Application	Essential
18	A flexible and responsive approach to working in accordance with peaks in workload and reporting deadlines	Interview	Essential
19	Commitment to our charitable aims/values and to equality and diversity	Interview	Essential

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TERMS AND CONDITIONS – PERSONAL ASSISTANT (FINANCE)

Head Office, Stockport Town Centre

Salary (from 1 st April 2025)	Up to £27,133 per annum (effective 01 April 2025)	
	Point One:	£25,600 per annum
	Point Two:	£26,538 per annum
	Point Three:	£27,133 per annum
Please Note: <i>Our pay date is the 15th of each month (or the Friday before if this falls on a Saturday or Sunday). You will be paid in arrears for the previous 4/5 weeks, dependent on your starting date within the month. Starting pay points are allocated upon commencing the role based on criteria inclusive of experience, current specialism, salary and qualifications.</i>		

Hours of Work:

You will work 37.5 hours per week, Monday to Friday. Hours of work are 9am till 5pm to be worked flexibly dependant upon the requirements of the organisation and the department. Part time applications will be considered subject to a minimum of 24 hours per week to be worked over 4-5 days per week.

Holidays:

25 days plus 8 statutory days pro rata

Birthday Holiday Bonus:

One additional day (pro rata for part time employees) additional leave to be taken two weeks either side of your birth date. If you do not take this additional day within that period you will lose this entitlement for that year. Staff who are on maternity, paternity, adoption and sick leave at the time of their birthday will be entitled to take this additional leave upon their return to work.

Disclosure Checks:

All appointments will be subject to DBS enhanced disclosure and ISA checks.

Probationary Period:

The first four months will constitute a probationary period. When this is successfully completed, employment will be confirmed.

Probationary Bonus:

After the probationary period has been satisfactorily completed your further employment will be confirmed. Upon successful completion of your probationary period you will be entitled to a one off £100 bonus pro rata (subject to tax), providing all induction processes have been completed satisfactorily and upon completion and submission of you end of probationary review paperwork.

Sickness Policy:

Creative Support operates a discretionary company sick pay benefit scheme which is for the purposes of preventing hardship during times of serious illness. The eligibility criteria and conditions for payment of Company Sick Pay (inclusive of SSP) are shown in the Employee Handbook. You may be eligible for Company Sick Pay benefits subject to compliance with these criteria as follows:-

- Creative Support do not pay for the first three days of **any** sickness absence.
- First twelve months service - Not eligible for Company Sick Pay though you may be entitled to SSP.

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- Twelve months to eighteen months service - Up to a maximum of four weeks at full pay.
- Eighteen months plus service - Up to a maximum of eight weeks at full pay followed by four weeks at half pay.

Pension:

Creative Support operates an auto-enrolment pension scheme with the People’s Pension.

Life Assurance:

Staff become members of a non-contributory group life assurance scheme after 6 months of employment. This scheme provides a death in service benefit of two times annual salary. Participation in this scheme is subject to the rules of the scheme as amended from time to time. We reserve the right to discontinue, vary or amend the life assurance scheme at any time on reasonable notice to you.

Discretionary Benefits:

Creative Support offers discretionary benefits in addition to statutory benefits. These include:

- Paid paternity leave
- Enhanced maternity leave
- Compassionate leave
- Carer’s leave up to 5 days per annum

Employee Assistance Service:

This is currently administered by Health Assured. This is a completely free service, offering valuable advice on benefits, financial matters, consumer advice, health and legal issues. There is also a free counselling service which is accessible 24 hours a day, 7 days a week. Anything discussed with Health Assured is completely confidential and will not be shared with Creative Support.

Hospital Saturday Fund:

An easy and affordable way to help you spread the cost of healthcare such as dental, optical & physiotherapy.

Annual Rail Ticket:

Discounted annual rail season ticket plans available to employees through Northern Rail.

Payroll Giving:

Administered by Charities Trust, a tax-efficient way of donating on a regular basis to any of the registered charities either large or small.

WeCare Staff Awards:

Recognising dedicated staff across the organisation with standard, silver and gold awards given out every 2 months.

Your Rewards:

Employee benefits and discount vouchers available through the Your Rewards website.

Long service: Awarded in the December following your 10, 15, 20 and 25 year anniversary of your continuous service date with the organisation.

Retirement Awards:

£100.00 bonus should you choose to retire whilst employed by Creative Support. Eligible for all permanent contracted employees with at least two years continuous service.

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Refer a Friend Scheme:

Staff who successfully refer a friend to Creative Support’s employment can claim £100 worth of vouchers when their friend starts and another set of £100 worth of vouchers when their friend passes the End of Probationary Review after four months of employment.

Welcome Back Grant:

£200 worth of vouchers for employees who return to the organisation who have had at least six months between resigning from their original post and taking up their new role.

Uniform:

If applicable for your service you will be provided with a uniform. The amount of uniforms that are provided will be dependent on your hours worked.

Company mobile phone and laptop:

If applicable to your job role the provision of a mobile smart phone, laptop and a 3G/4G dongle may be provided. Please note the employee will be liable for any damage or theft of these devices.

Travel Expenses:

These will be paid in accordance with the organisation Travel Expenses policy, please contact the HR Department for a copy of this.

Lease Cars/Car Allowance:

A mileage allowance is payable for the use of an employee’s car on organisation business. The organisation will reimburse your costs incurred on organisation business on a monthly basis upon receipt of authorised claim forms. If you use a car on organisation business you will be required to have business use insurance. An employee’s certificate of insurance must be made available for inspection on commencing employment.

Networks:

The EDI Network and the LGBTQ+ Network are available to all our employees. The EDI Network advocates for our staff of colour whilst providing support and resources for employees who may face challenges related to diversity and inclusion. The LGBTQ+ Network promotes visibility and representation of LGBTQ+ individuals within the company.

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