

June 2010

Dear Applicant

Re: Accounts Assistant

Thank you for your enquiry in respect of the above post.

I enclose a copy of the Job Description, Person Specification, Application Form and Equal Opportunities Form. Please complete the Application Form and Equal Opportunities Form and return it to the Guild by 15th July 2010. Please note that we will be using the application forms only when short listing the applicants and attached CV's may not be read. Therefore, please include all relevant information on the form.

We will be contacting those candidates we would like to interview shortly after the closing date and anticipate that the interviews will take place in the week beginning 22nd July 2010. If you do not hear from us by 20th July 2010, your application has not been successful.

If you have any further questions please do not hesitate to contact me.

Yours sincerely



Ludmila Belevich
Accountant

Encs.

Wimbledon Guild of Social Welfare

Job Description

Accounts Assistant

Salary Band F1

Based at Guild House

Reporting to Accountant

Responsible for:

Hours: The post is 15 hours per week.

Description of the post:

The Wimbledon Guild is one of the largest local charities in the country. As the Guild's services to the community have developed over the past several years, so have the accounting requirements needed to support the organisation.

The accounts assistant will work under the direction of the accountant assisting in all aspects of the accounting function. The accounts assistant will be responsible for the monthly preparation of the payroll.

The main tasks are as such:

Client Responsibilities

To assist the Guild in providing an excellent service to clients at all times

1. To assist in maintaining client and customer accounts to a high standard, where appropriate, and to liaise with them over any queries arising
2. To manage initial enquiries from clients, customers and suppliers.
3. To liaise with staff on payroll queries

Department Responsibilities:

To assist in maintaining all aspects of the Guild's accounting records using appropriate accounting software.

1. Maintain the sales ledger – preparing and posting invoices monthly and receipts daily.
2. Maintain the purchase ledger – posting invoices & payments daily.
3. Preparation of payments (bacs, computerised cheques or manual cheques) and ensure suppliers are paid on time.
4. Administer of the purchase order system.
5. Accounting for and paying in and withdrawal of monies at the Bank as appropriate.
6. Disbursement of petty cash claims.
7. Filing all accounting records
8. To assist with the reconciliation and check the petty cash systems that are used in various departments of the Guild

Management Responsibilities

To carry out the Guild's policy and provide good and supportive management to all staff and volunteers.

1. This position does not have any management responsibilities but will supervise any accounts volunteers.

Financial Responsibilities

To make a contribution in the overall management of the Guild's Budget.

1. To assist in the development of and adhere to the Guild's financial policies.
2. To assist in developing appropriate financial procedures and ensure that they are followed.

Organisation Responsibilities

To ensure that practice meets standards and is in sympathy with the aims of the Guild.

1. To work as part of the team and contribute to the development of the Finance and Administration Department and the Guild.
2. To work within the Guild's Equal Opportunities Policy and ensure that its principles are actively incorporated into the planning, delivery and monitoring of services.
3. To undertake other duties in line with the needs of the department as directed by the Accountant.
4. To work flexibly and outside normal office hours as dictated by the needs of the service [Time off in lieu can be claimed].
5. To attend Guild meetings and training as required maintaining and improving skill and professional knowledge.
6. To be aware of and to work as part of the Guild as a whole.

Risk Management.

To protect the Wimbledon Guild's interest at all times

- 1) To work to and uphold the policies and procedures of the Guild, with particular importance on the Finance policies and procedures.
- 2) To work in compliance with Health and Safety Legislation, the policies on Hygiene, Moving and Handling, Risk Assessment etc, where appropriate and to assist in the development and reviewing of essential policies and procedures.
- 3) To maintain the confidentiality policy of the Guild.
- 4) To advise the Finance and Administration Manager, or another senior manager of any event, which may possibly adversely affect the Guild.

Wimbledon Guild of Social Welfare

Person Specification

Post: Accounts Assistant

A. Knowledge, Skill and Experience Required

1. Working towards a recognised bookkeeping qualification
2. An understanding of payroll
3. Computer literate preferably with experience of some accounting software
4. Able to use Excel, Word, Access and Outlook
5. The post holder will enjoy working with figures, pay attention to detail.
6. An ability to input data accurately is essential. There will also be basic tasks like filing, photocopying and coding of invoices.

B. Performance Required

Results Focused

Strives to meet or exceed performance objectives, health and safety legislation and quality standards. Organises workloads and manages time effectively. Keeps records and monitors performance. Delivers results through continually finding better ways of working.

Client Focused

Takes personal responsibility to deliver an effective service to internal and external clients. Seeks insight into client needs and develops solutions that improve client's piece of mind. Ability to assess needs and risks when in direct contact with clients and to then organise appropriate services and responses. Able to develop policies/procedures and encourage best practice in financial activities and in meeting the needs of the various Guild activities.

Team Focused

Works as part of an effective team that delivers an excellent standard of work. Contributes to effective team working by working collaboratively with others. Understands the needs and goals of others and adapts their own views and behaviour when appropriate. Accepts help from others. Communicates constructively, honestly and openly with colleagues. Takes responsibility for events or outcomes.

Development Focused

Works at developing self and other's knowledge, skill and motivation within the objectives of the Guild. Delegates decisions that stretch others, and actively encourages others to exercise initiative and judgement. Observes others and gives accurate, specific and regular feedback.

Leadership

Creates an environment and culture that shares the vision and direction of the Guild. Recognises the accomplishment of others, privately and publicly.

Communication

Can communicate at all levels using various methods of communication. Communicates in a clear and persuasive manner. Gains respect by operating in a professional and credible manner. Able to network, communicate and liaise with other agencies and colleagues. Able to use IT and databases.

Change

Has a flexible approach and is open to new ideas. Manages or participates in the change process. Remains positive despite setbacks, changes and ambiguities.

06/10

The Wimbledon Guild

Registered Charity 200424



Application for Employment

Please complete in black ink

Job applied for:

Ref no: Closing date:

Where did you see the job advertised?

Personal Details

Surname:		First name:	
Home address:			
Home tel no:	Work tel no:	May we contact you at work?	

Present post – or most recent employment

Job title:	Salary:	Start date:
		Leaving date:
Employer:		
Address:		
Notice required (if you have left, please give reason for leaving):		
Brief details of responsibilities and reporting relationships:		

Number Allocated.....

The Wimbledon Guild

Registered Charity 200424

Previous employment:

Start with most recent

Dates employed	Employer's name and address	Job title and main duties	Reason for leaving

Education

Secondary and higher education / courses attended:

Date / Establishment	Examinations passed / professional qualifications / training undertaken	Grades

Number Allocated.....

The Wimbledon Guild

Registered Charity 200424

Reference

Please give the name and address of two referees, who should not be related to you. One of your referees should be your current or last employer.

A:	B:
Tel:	Tel:
Occupation:	Occupation:
May we contact your referees now?	

Declaration

I confirm to the best of my knowledge that the information given on this application is true and correct and can be treated as part of any subsequent contract of employment.

Signed: Date:

Official use only

Number Allocated.....

The Wimbledon Guild

Registered Charity 200424

Supporting Statements

You will sometimes use the same information more than once, please do not be afraid to do this. Only put qualifications which you feel are relevant for the job. (Don't forget to describe positively your skills and aptitude. Use active words like "I plan" or "I organised")

A. Explain how your knowledge is relevant to the job applied for

B. Describe your experience which is relevant for the job

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The Wimbledon Guild

Registered Charity 200424

C. Demonstrate how your aptitude and skills will enable you to do the job

D. Why do you feel you would be a suitable candidate for this job?

Number Allocated.....

The Wimbledon Guild

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Do not be afraid to use extra paper if you need to

Equal Opportunities

Monitoring of applicants

The dual aims of Wimbledon Guild are to ensure the fair and equitable treatment of all job applicants and to meet the requirement of equal opportunities legislation. Would you therefore please complete this form and return it with your application form.

We give you the following assurances in relation to the information you provide us:

- This Equal Opportunities – Monitoring of Applicants form will not be used in the short listing process
- This form will be shredded once the relevant data has been stored on a secure database
- The information on the database will be treated in strict confidence

If you have any queries or comments relating to the completion of this form, please contact our Personnel and Administration, at our address.

Thank you for your assistance.

Number Allocated.....

The Wimbledon Guild

Registered Charity 200424

Please complete the following details in block capitals, answering all of the questions

Ethnic Origin

How would you describe your ethnic group? (Please tick)

- | | | | |
|-----------------|--------------------------|-----------|--------------------------|
| Bangladeshi | <input type="checkbox"/> | Indian | <input type="checkbox"/> |
| Black African | <input type="checkbox"/> | Irish | <input type="checkbox"/> |
| Black Caribbean | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> |
| Black other | <input type="checkbox"/> | White | <input type="checkbox"/> |
| Chinese | <input type="checkbox"/> | Other | <input type="checkbox"/> |

Disabilities

Do you have any disabilities? (please state nature)

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Are you registered as disabled?

Yes No

Registration number:

Age group

- Under 25
- 25-34
- 34-44
- 44-54
- Over 54

Ethnic Origin

How would you describe your ethnic group? (Please tick)

African/Caribbean/Black		Asian		Mediterranean		White/European	
1	African	5	Bangladeshi	15	Greek	23	United Kingdom
2	Caribbean/ West Indian	6	Chinese	16	Greek Cypriot	24	Irish
3	Black/UK	7	East African Asian	17	Italian	25	Other (please specify)
4	Other (please specify):	8	Indian	18	Kurdish		
		9	Japanese	19	Turkish		
		10	Pakistani	20	Turkish Cypriot		
		11	Sri Lankan	21	Mediterranean UK (please specify):		
		12	Vietnamese				
		13	Asian/UK (please specify):				
				22	Other (please specify):		
		14	Other (please specify):				

Number Allocated.....

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