

Social Enterprise Kent

Job Description:

Finance and Compliance Officer

0.6 FTE 'Let's Get Working' - Long Term Health and Disability Project

Reporting to: SEK Employability Project Manager

Work pattern: 22 hours per week based in Broadstairs, Thanet



Social Enterprise Kent

Social Enterprise Kent (SEK) is a Community Interest Company (CIC), registered with and regulated by the CIC Regulator. This means that all of our operational activities are guided by a commitment to maximising our positive social impact for our target market – local people, communities and businesses.

SEK has been operating for over 30 years, with the overarching vision of 'Improving Lives, Supporting Communities'.

SEK's founding objectives are;

- To provide support for people in areas of deprivation and for those that are most disadvantaged, to gain skills and employment
- To support the creation, organisation and management of social enterprises and small businesses, and to make this sustainable
- To support the regeneration of deprived areas in Kent through skills training and job creation activities

SEK supports those most in need. We work with people who are unemployed, have mental health needs, are experiencing social isolation, or those who need some support and training to help them improve their skills and prospects.

Our values include:

- We treat people with respect, promoting independence and growth
- We value quality and continuous improvement
- We keep things simple
- We have a positive attitude and a sense of humour
- We strive to be socially responsible

Context of the Compliance and Finance Officer role

SEK is in partnership with Sussex Community Development Association (SCDA), who have secured funding through the Big Lottery and ESF to deliver the 'Let's Get Working' project, which is focused on participants who have disabilities or long term health illnesses. SCDA, who are based in East Sussex, are the lead partner for this project with other consortium members including SEK and Royal British Legion Industries. The project will be delivering support to communities in East Sussex, Kent and Medway, with bespoke Hubs being created to provide intensive and ongoing practical employment support for disadvantaged people, empowering them to move into sustainable volunteering, education, training or employment.

The 'Let's Get Working' project will develop, test, deliver and evaluate a way to provide support to people with disabilities or long term illnesses to access the labour market. The project brings together specific employability support with the principles and practices of social prescribing, using referral relationships with health and care professionals to offer personally tailored help to people to find and keep work, or move towards employment. Support will be offered in a context where we seek to deliver specific employment and wellbeing outcomes for individuals, as well as benefits for communities and the health and care system.

In addition, SEK is the lead provider for the 'Lots More to Offer' project which will run over 3 years and is part of the Building Better Opportunities programme, which is funded by the Big Lottery Fund and European Social Fund. SEK also delivers another Big Lottery funded project called 'Ageless Thanet', and a successful Skills Funding Agency contract.

Job Purpose

The main purpose of the job is to ensure that our project delivery is fully compliant with ESF funding requirements. You will be required to support the Let's Get Working team by leading on audit and compliance activities, checking participant files, and ensuring that financial and accounting processes are robust. You will also be required to have a thorough understanding of project budgets, and to become familiar with National Lottery reporting spreadsheets. Your main base will be our Broadstairs office in Thanet, working 22 hours per week. However, you may also be required to attend other SEK offices across the East Kent area, and to other Project Partners premises in West Kent and East Sussex. Due to the nature of the role, there is the need to meet fixed deadlines and so occasionally evening or weekend working may be required to meet these deadlines. Time off in Lieu is given for any time worked over the 22 hour period.

Reporting to: Employability Project Project Manager.

Main Tasks

Financial audit and scrutiny:

- Check all financial allocation of expenditure and allocate to appropriate funding stream, ensuring accuracy and attention to detail at all times
- Keep a detailed record of any Let's Get Working expenses ready to collate and send to SCDA for each monthly and quarterly return.
- Prepare reports from the system and provide financial data necessary for funding reporting and performance management.
- General accounts administration to include, filing, photocopying, and document scanning as required.

Participant audit and scrutiny:

- Conduct monthly audits of Participant Folders, ensuring that all Participants are eligible, that all evidence provided is appropriate, and that engagement dates with participants are effectively outlined.
- Setting up action plans for staff to improve files and create new system processes to aid this activity.
- Conduct mini audits and quality assurance checks prior to sending documentation monthly and quarterly to the lead partner, SCDA.
- Collating monthly reports, under the direction of the Employability Project Manager, in relation to participant engagement and achievement of project outputs and outcomes
- Collating project performance forecasts and informing Employability Project Manager of any variation to profile.
- Audit files and records to ensure required paperwork and evidence is present and correctly completed.
- Assist the Employability Project Manager with the maintenance/updating/accuracy of the management information system

- Work with our CRM system, Salesforce, in everything that you do.
- Any other reasonable tasks as requested by your manager.

EQUAL OPPORTUNITIES

Social Enterprise Kent is working towards equality and has policies relating to the equality of opportunity in employment and service delivery. All staff are expected to comply with these policies.

HEALTH AND SAFETY

All staff have responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with SEK health and safety policies and to undertake specific health and safety responsibilities as necessary.

This job description will be reviewed from time to time or as necessary and may be amended to meet the changing needs of the organisation. It will also be used as the basis for the determination of objectives and the content is subject to annual review.

Signed by post holder:.....Dated:.....

Person specification

	Minimum	Desirable
Qualifications	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Level 3 AAT or other finance qualification
Experience	<ul style="list-style-type: none"> • Led on programme/ project audit, and compliance testing processes. • Supported colleagues to understand audit and compliance requirements, leading to improved performance. 	<ul style="list-style-type: none"> • Experience of accounting for grants and deferred income • Experience of Salesforce • Experience of working with Sage or equivalent
Skills and Abilities	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Confident with figures • Attention for detail and accuracy • Strong organisational and planning skills • Ability to update own knowledge • Able to adapt to changing priorities 	<ul style="list-style-type: none"> • Salesforce CRM
Knowledge	<ul style="list-style-type: none"> • General finance knowledge • MS Office Word, PowerPoint, Excel 	<ul style="list-style-type: none"> • Issues facing the Social Enterprise/charity/not for profit sectors
Personal Qualities	<ul style="list-style-type: none"> • Trustworthy • Committed to achieving • Customer focused • Able to maintain professional boundaries • Can do attitude • Flexible and motivated 	