

Social Enterprise Kent

Job Description:

Finance and Compliance Assistant

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

Reporting to: Let's Get Working Operational Supervisor

Work pattern: 30 hours per week based in Folkestone (£20k pro rata)



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), to deliver the Let's Get Working project. Let's Get Working is funded by the European Social Fund and the National Lottery through the Big Lottery Fund. Let's Get Working 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 provide robust and effective finance and administrative support for Social Enterprise Kent. You will be based in Folkestone, working 30 hours per week, but some travel to our other office in Margate will be required.

Reporting to: Operational Supervisor – Let's Get Working

Main tasks

Financial audit and scrutiny:

- Gain an understanding of National Lottery/ ESF requirements regarding finance, audit and monitoring processes.
- Work with internal project team members to ensure that all processes and requirements are understood and embedded within work practices.
- Keep a detailed record of all project expenses ready to collate and send to SCDA on a monthly basis.
- Prepare reports from the system and provide financial data necessary for funding reporting and performance management.
- Maintain, replenish and audit petty cash/beneficiary expense floats.
- General accounts administration to include, filing, photocopying, and document scanning as required.
- 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 systems.
- Use of Salesforce CRM.

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.

Person specification

	Minimum	Desirable
Qualifications	<ul style="list-style-type: none"> • Maths GCSE pass at grade C or above • AAT Level 2 qualification or equivalent 	<ul style="list-style-type: none"> • Other accounting qualifications
Experience	<ul style="list-style-type: none"> • Some experience of working within funding programmes 	
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 	