



Welcome to the Field Studies Council (FSC)

Finance Assistant at FSC Head Office, Shrewsbury, Shropshire

Imagine a role that offers you both unique opportunities and challenges; where you are an important part of an empowered team who strive to continually improve the service we offer and where you have the chance to demonstrate your passion to deliver the highest standards of customer service and care. No matter what role you perform at the FSC, everyone can make a difference... if you want to join our successful Environmental Education Charity and you have what it takes to make a difference then we want to hear from you.

Included in this pack is the key information relating to our **Finance Assistant vacancy**:

- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- Information about FSC (also visit www.field-studies-council.org)

How to apply:

To apply for this position please download and complete in full the [NON-EDUCATION application form](#). You must ensure that your application includes examples of how you have demonstrated skills, knowledge and experience in meeting the requirements of the post detailed in both the job description and person specification.

For all recruitment information and relevant application form please go to our vacancies web page at: www.field-studies-council.org/vacancies

Send your completed application form to: recruitment@field-studies-council.org **OR**

Human Resources, FSC Head Office, Preston Montford, Montford Bridge, Shrewsbury, Shropshire SY4 1HW

PLEASE NOTE WE WILL NOT ACCEPT CVS WITHOUT A COMPLETED APPLICATION FORM

The closing date for receipt of your completed application is 12 noon on Friday 21st July 2017

Interviews are scheduled to take place at FSC Head Office on Thursday 27th July 2017

If you have any queries regarding this vacancy please call Andrew Jones/Chris Price 01743 852111. We look forward to receiving your application in due course.

Richard Walker
Director of Finance

JOB DESCRIPTION

Job Title:	Finance Assistant
FSC Grade:	Team Member
Based at:	FSC Head Office - Shrewsbury
Reports to:	Senior Finance Officers
	This post holds no line management responsibility

Overall Job purpose:

The Finance Assistant will work as part of the Head Office Finance Team to assist in all aspects of FSC's financial services and systems.

Although primarily office based, this is essentially a pro-active role which will require moderate physical effort, i.e. moving office files and intensive periods of time spent working on computer systems.

Key Responsibilities:

- Processing invoices for purchase ledger
- Assisting with cash management, sales, credit control, nominal ledger, etc, as required
- Assisting with telephone and email enquiries, ensuring all messages are passed to colleagues in a timely manner
- Maintaining up to date filing systems
- Maintaining and updating Carbon Footprint analysis reports
- Assisting with incoming and outgoing post, ensuring it is dealt with in a timely manner
- Assisting with general queries to the Finance office
- Assisting in the recording of incoming cheques and cash
- Drafting and preparing documentation in various formats, as and when required, in order to respond to correspondence or produce documents as requested
- Assisting with data entry on to various computerised databases to enable records to be kept up to date and ensuring the accuracy of the data
- Contributing to the development and implementation of new systems in line with FSC's commitment to continuous improvements and delivery of customer satisfaction
- Creating and maintaining effective working relationships with other members of staff and customers alike
- Observing the importance of confidentiality in finance where necessary, eg. payroll
- Assisting with any accounting and administrative duties that may arise from time to time

General

- Complying with all relevant legislation / FSC Operating Codes of Practice (OCOPs) / FSC Health and Safety Handbook and FSC procedures
- Delivering a high standard of customer service and customer care
- Ensuring the highest standards of quality are achieved in all duties carried out
- Working closely with other staff to ensure that appropriate levels of service are maintained during absences and periods of high workload
- Maintaining a high standard of personal hygiene & personal appearance in accordance with FSC policies
- Fulfilling your obligations under FSC's Behaviour Partnership to ensure a happy, productive working environment
- Attending staff meetings as well as FSC internal and external training as required, in order to share best practice and improve team and learning location performance, and participating fully in staff development activities (sometimes this may involve travel to other learning locations with the occasional overnight stay)

- Driving: We have a number of vehicles which you may be asked to drive. To do so, you will need to be 21 years or over, have a full valid driving licence, to have been driving for at least two years, and undertake an internal assessment on commencement in the role
- Undertaking any other duties that may reasonably be required to ensure the smooth and efficient running of the learning location

Key Expectations:

The expectations of every employee that we regard as essential include:

- A positive and passionate work attitude
- A desire to show pride in all aspects of their work
- A flexible approach with a willingness to adapt to changes
- An ability to work using your own initiative both independently and as a competent, effective team member
- An ability to work under pressure and prioritise work to meet tight deadlines
- Always treating others with courtesy, dignity and respect
- A commitment and contribution to improving FSC's environmental performance
- A committed and proactive approach to personal development; motivated to learn new skills and overcome new challenges

This job description should be seen as enabling rather than restrictive, and will be subject to regular review.

Date of issue: July 2017

PERSON SPECIFICATION

Post Title: FINANCE ASSISTANT	Learning Location: FSC HEAD OFFICE
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ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
1. QUALIFICATIONS & EXPERIENCE			
Minimum of 5 GCSEs or appropriate vocational experience	✓		Application/Interview
Experience working in a Financial role	✓		Application
Experience of working effectively as part of a team in a busy office environment	✓		Application/Interview
Experience of interacting with customers, especially by telephone and email	✓		Application/Interview
Minimum of NVQ Level 2 Business Administration or equivalent		✓	Application/Interview
ICT Qualification		✓	Application
Full valid Driving Licence		✓	Application
2. KNOWLEDGE			
Proficient in the use of standard office software and technology e.g. spreadsheets, databases, word processing and outlook	✓		Application/Interview
3. SKILLS			
Ability to focus and stay on task in a busy office environment or when working alone	✓		Application/Interview
Professional and articulate telephone manner	✓		Interview
Excellent communication skills both orally and in writing	✓		Application/Interview
Excellent accuracy and attention to detail in all aspects of work	✓		Application/Interview/ Assessment

SUMMARY OF MAIN TERMS AND CONDITIONS

Contract Term:

This is a permanent post.

Remuneration:

FSC Grade: Team Member

FSC Salary Grade: 4-7 currently £15,600 - £16,556 per annum.

The point of entry within the salary grade is normally the 1st point in the range therefore subject to satisfactory performance and individual review, the post-holder will have the opportunity to access up to 3 further incremental points within the grade. It is however assessed on qualifications and experience and for exceptional candidates only consideration may be given for appointment on the 2nd point.

The salary is paid monthly in arrears by BACS transfer. The salary scale is reviewed annually.

Hours of work:

The hours of work are 40 hours per week, which will normally be worked over five days, Monday to Friday, with a 30-minute unpaid lunch break each day. Flexibility regarding hours worked will be required and the position may require some occasional evening and weekend working. The working pattern can be discussed further at interview.

The post holder may occasionally have to travel to attend training events/workshops at other FSC or external locations. Where this is required this would be agreed in advance and appropriate notice would be given.

Annual & Bank Holidays:

The holiday year runs from 1 January to 31 December each year. You will accrue an entitlement to paid annual holidays equivalent to 5.6 working weeks during a complete holiday year. This entitlement includes the Public/Bank holidays or substitute days (as defined in FSC's Employee Handbook) when they fall on a contractual or scheduled day of work. Part time workers will receive a pro-rata of the entitlement. For anyone who joins part way through the year they will receive a pro-rata entitlement of the 28 days.

In addition to the above, we recognise and reward staff loyalty by awarding additional paid leave days, based on length of service, up to a maximum cumulative total of 5 additional days paid leave (pro rata for part time).

Pension:

The post-holder will be eligible to join one of FSC Pension Schemes.

Sickness:

During periods of certified sickness the post-holder will be eligible to receive sick pay in accordance with FSC's sickness absence procedures. The payment of sick pay is subject to compliance with FSC's rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.

Additional Employee Benefits:

These include an Employee Assistance Programme, Life Assurance* and Health Cash Plan with Westfield Health* (*exclusions apply). Further details are given on appointment, as applicable, or are available by contacting Human Resources at FSC Head Office on 01743 852134.

Probationary Period:

This post has a three month probationary period, during which your suitability for the post will be assessed.

Post Classification / Criminal Records Check Requirements:

This post has been classified as **Category C** (as defined in the FSC Code of Conduct) which means it is **not exempt** from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). No criminal records check is currently required, however, the post holder must still meet the acceptance criteria as defined in the FSC Code of Conduct.

FIELD STUDIES COUNCIL: BACKGROUND INFORMATION

Field Studies Council (FSC) is an environmental education charity providing informative and enjoyable opportunities for people of all ages and abilities to discover, explore, and understand the environment.

Our Mission is to bring environmental understanding to all.

Our Vision is inspiring environmental understanding through first-hand experience

What we believe -

FSC believes that the more we understand about and take inspiration from the world around us the more we can appreciate its needs and protect its diversity and beauty for future generations.

In all we do, we are committed to:

- **Delivering first hand experiences.** FSC uses the environment to inspire. Taking in its sights, sounds and smells has the ability to motivate, deepen knowledge and broaden horizons.
- **Providing opportunities for everyone.** FSC strives to provide opportunities for everyone regardless of age, ability or background.
- **Sustainability for the future.** A commitment to the environment is at the heart of everything FSC does: how we run the charity, what people learn on our courses and through our publications.
- **A caring attitude.** From the way we treat our customers, our staff, the environments we work in and the feel of our locations, FSC demonstrates a personal approach with great care taken in everything we do.

What we do -

For more than 70 years FSC has touched the hearts and minds of people of all ages through courses at our network of learning locations, work overseas and the production of resources. Each year over 140,000 people experience FSC many through a visit to one of our learning locations

- Learning outside the classroom experiences with their school, college or university
- Professional training courses for environmentalists and teachers
- Natural history courses
- Identification guides and free resources
- Funded projects both in the UK and abroad
- Art courses
- Family holidays
- Campaigns for the right to outdoor learning and fieldwork

Some of the FSC's proudest moments have arrived when trying to reach those who would not be able to have an FSC experience without some help. In 2014, thanks to FSC members and donations from individuals and Trust Funds, we were able to provide support for over 1000 young people who otherwise would not have been able to take part.

Despite all that we have achieved so far, we hope to provide even more opportunities for people of all ages and abilities to discover, explore and understand the natural world. However, as an Investors in People charity, we realise we can't achieve this without staff that have a real passion for the work of the charity and a pride in their role within it. Every role in the charity is vital to delivering its mission and vision – if this inspires you and you meet the requirements of the post we would love to hear from you.

For more information please also visit www.field-studies-council.org

FSC Head Office

FSC Head Office is based in a rural location 4 miles west of Shrewsbury, close to FSC's Preston Montford Field Centre, near Montford Bridge. FSC Head Office provides a number of central functions to support the work of the charity and to support our Learning Locations: these include marketing, finance, human resources and digital services. The Chief Executive and Directors are based at Head Office and provide the strategic and organisational direction for this successful charity. There are currently 40 staff based at FSC Head Office.