

# CHAT Youth Counselling

**CHAT Youth Counselling** is a registered charity providing a free confidential youth counselling service to young people aged 9-25 years, living in the North East Northamptonshire area. Operating since 1998, CHAT was launched in response to a recognition of the needs of local young people, who named the charity.

**CHAT = Confidential • Help • Advice • Time.**

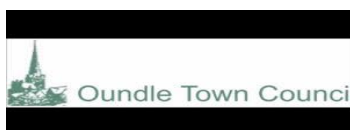


The professional counsellors and therapeutic mentor listen to and support young people through their difficulties. They offer their services at their office in The Court House, Oundle; in local schools and other local premises, as required.

The organisation is guided by committed volunteer trustees and led on a day-to-day basis by an experienced manager. CHAT Youth Counselling is primarily funded by the Clinical Commissioning Groups and Public Health Northamptonshire and is also supported by Oundle Town Council, Thrapston Town Council and other local organisations.

The charity seeks referrals directly from individuals, schools, GPs, CAMHS and other professionals. The small team of part-time staff are members of British Association of Counselling Professionals (BACP). They are fully experienced, with a commitment to undertaking continued professional development. They are all annually trained in safeguarding.

CHAT is the local provider of youth counselling for Northamptonshire Youth Counselling Services. It works alongside other youth counselling organisations within the county as part of The Reach Collaboration. REACH provides a 1:1 youth counselling service county wide. REACH are: CHAT • Service Six • Time2Talk • The Lowdown • Youth Works.





### **Finance/Administration Officer**

**Part-time post : averaging 14 hours a month (10-16 hours)**

**Salary: from £25,500 p.a. pro rata ( From £13.00 p.hr.)  
dependent on qualifications and experience.**

We are looking for a talented financial officer to join a small friendly committed team that support a local youth counselling charity. The post holder will be responsible for managing the charity's finances, as well as a number of administrative tasks to aid the CHAT Manager. The successful candidate will work along side the CHAT Manager and Trustee Treasurer to prepare reports for the Board meetings. This is a newly created post due to the growth within the sector.

This is a part-time role (averaging 14 hours per month), requiring the flexible use of the allocated hours dependent on the schedule of activities e.g. trustees meetings or end of year reporting point. The charity is willing for the work to be undertaken at home, provided the post holder is able to attend a bimonthly meeting at the CHAT office, Oundle, with the CHAT Manager.

If you believe you would relish working in a small team, we would love to hear from you. An application pack and full details on how to apply can be obtained from CHAT Youth Counselling website: <https://www.chatyouthcounselling.org.uk/>

**The closing date for applications is: Friday 5th March 2021, 5.00 pm**



## **Finance/Administration Officer**

**Part-time post : averaging 14 hours a month (10-16hours)**

**Salary: from £25,500 p.a. (pro rata) dependent on qualifications and experience  
From £13.00 p.hr.**

### **Job Description**

**Responsible to:** CHAT Manager and Trustee's Treasurer

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Financial**

- Responsibility for processing of all financial data
- Manage the payroll system and payments to the organisation's pension provider.
- Process BACS and cheque payments and maintain accurate records of authorisation
- Prepare invoices as necessary and control outstanding invoices
- Preparation of management accounts for Trustee meetings (including bank reconciliation, accounts receivable reconciliation, accounts payable reconciliation and payroll reconciliation)
- Support the manager by preparing financial analysis and reporting as requested.
- Seek additional funding sources and as required prepare funding bids and reports to grant funders with support from Manager
- Assist with the preparation of budgets
- Manage the year-end audit process and prepare the annual statutory accounts for Trustee Treasurer's Annual Report to Charity Commission
- Claiming tax relief on Gift Aid and maintain Gift Aid records. (An annual task; we rarely receive private donations)
- Bank cheques and cash as required. (Infrequently required)
- Research and obtain quotes for high value purchases, place orders for supplies as required / advised.
- Undertake any other related duties that are consistent with the job.



## **Administrative**

- Collate record and report on staff hours and activities
- Generate data from client database for Trustees and fund providers
- Assist in preparation and placement of promotional material, including on social media platforms
- Assist in the management of the charity website
- Administer the DBS checking system

## **PERSON SPECIFICATION**

### **Personal skills**

- Excellent administrative, recording and reporting skills, attention to detail and accuracy
- Excellent verbal and written communication skills.
- Highly numeracy and analytical skills
- Ability to work effectively with staff team and Trustees.
- Ability to take initiative, willingness to be flexible, proactive and dynamic as the needs of organisation change.
- Ability to prioritise and plan workload and to work under pressure on occasion
- Understand confidentiality and ability to exercise discretion

### **Position Skills**

- Experience of working within a financial context; preparing management accounts, budgets and book-keeping
- Knowledge of financial procedures and controls
- Proficient in use of ICT, MS Office packages and use of social media platforms
- Previous responsibility for managing PAYE and NIC

### **Bonus**

- Experience of IT based finance systems
- Qualified with a recognised bookkeeping or accountancy body

Due to the nature of this post it is subject to a Disclosure and Barring Service (DBS), criminal records check.



## Finance/Administration Officer

### How to Apply

1. Please read the Application Pack prior to completing your application and make clear in your application why you are interested in the position, and what relevant skills and experience you have, with reference to the Job Description and Specification.
2. The application form should be downloaded and completed in full, before scanning and returning. Shortlisting will be based on the information provided. No CVs will be accepted.
3. Please complete and submit the Equality and Diversity Monitoring Form included in the application form.
4. **The closing date for the application is 5p.m. on Friday 5<sup>th</sup> March 2021.** Applications received after this time may not be considered.

If you wish to discuss the position informally with the CHAT Trustee Treasurer, Gwen Radcliffe, please email her at [finance@chatyouthcounselling.org.uk](mailto:finance@chatyouthcounselling.org.uk) indicating the times you would be available to receive a phone call.

5. Please send your completed application form to the CHAT Manager, Denise Slater at [info@chatyouthcounselling.org.uk](mailto:info@chatyouthcounselling.org.uk)
6. Applicants who have been short listed for interview will be advised by **Friday 12<sup>th</sup> March 2021.**
7. Interviews will take place by Zoom on an early evening **between Monday 15<sup>th</sup> March and Monday 22<sup>nd</sup> March 2021.**
8. It is hoped that the successful candidate will be able to join CHAT Youth Counselling on **Monday 5<sup>th</sup> April 2021.**

## **Finance/Administration Officer**

### **Terms and Conditions of Employment**

#### **1. Salary**

£ (to be confirmed), which will be paid in 12 equal instalments. (Monthly instalment of £ (to be confirmed) gross, paid on the 5<sup>th</sup> day of the month).

This is based on average 14 hours per month.

Payment made by direct credit transfer to a nominated bank account.

#### **2. Working Week**

The basic working hours average out as 14 hours per month. (Flexibly allocated to meet the operational requirements of the role). Additional hours may be required, with prior agreement.

Lunch breaks, minimum half-hour, are taken as unpaid

#### **3. Place of Work**

The charity is based at The Courthouse, Mill Road, Oundle, Peterborough. PE8 4BW, but the role can be undertaken from home, except for bimonthly meetings with the CHAT Manager to be held in the Office. (in current circumstances this will be replaced by Zoom sessions).

#### **4. Annual Leave**

Leave is calculated as per HMRC website holiday entitlement calculator (contracted hours x 5.6 = number of paid holiday hours).

It is a requirement that three days annual leave is taken during the Christmas period to allow for the extended closing of the office the dates of which are determined on an annual basis.

The holiday year runs from 1st April to 31st March the following year. All leave must be taken by the end of the period, although it is acceptable to carry forward the equivalent of one working week to be taken by the end of June each year. Any holiday entitlement in excess of three working days outstanding on 31st March each year cannot be carried forward without the express permission of the Trustees. This permission will only be given where the operational needs of the organisation require it. If holiday is carried forward arrangements should be made to take it as soon as possible.

## **5. Period of Notice**

The post is subject to a 6 month probationary period.

The post holder must give a minimum period of notice of 4 weeks, in writing, to terminate the Employment, after the completion of the probationary period. These rights do not affect the organisation's right to terminate your employment, summarily without pay in lieu of notice in cases of gross misconduct.

Should notice need to be given by CHAT Youth Counselling, the post holder will be entitled to statutory notice during the probationary period and a minimum of 4 weeks, in writing, after the completion of the probationary period.

## **6. Pension**

The annual earnings for this post are below the Lower Qualifying Level for automatic enrolment in NEST, our Workplace Pension scheme. You can, however, ask to join the Workplace Pension scheme, making personal contributions in which case CHAT Youth Counselling will make employer's contributions. If you wish to do this or require further details of the scheme, a request should be made in writing.

## **7. Performance Review**

During the first six months probationary period you will receive regular support, at least monthly 1:1 interviews from the CHAT Manager and/or Trustee Treasurer and to identify any additional support you may need. The charity will thereafter provide development support through an annual performance review.

## **8. Health & Safety Regulations, Other Legislation & Policies**

You will be expected to familiarise yourself with all the relevant regulations, legislation and policies applying to or made by CHAT Youth Counselling and ensure that you comply and ensure that others comply with these as required.

## **9. Equal Opportunities**

CHAT is firmly committed to striving for equality of opportunity. The policy applies to all matters relating to employment and services affecting individuals and groups, whether volunteers, members, service users or non-service users.