



## Finance & Office Assistant

### Job Pack

#### About The Blackthorn Trust

We are a values-driven charity offering holistic therapeutic support to people experiencing mental health challenges. Our work is rooted in compassion, inclusion, and the belief that everyone deserves the opportunity to heal and grow. The finance team plays a vital role in ensuring our services remain sustainable, transparent, and impactful.

This is a newly created role that will support the finance officer with bookkeeping and administration in our busy charity finance department.

#### Who you are:

You must have a passion for making a difference and the ability to manage and prioritise a number of tasks in a small finance team. We would expect you to be qualified in bookkeeping at a minimum of Level 2, experience of Xero software desired but not essential.

You will be excellent at communicating with others including service users and be friendly and approachable, always creating a positive and supportive environment. We are looking for someone that is adaptable and happy to learn.

#### The role specifics:

- **Job Type:** Fixed term contract, initially for 1 year.
- **Hours:** 12 hours per week over 3 days (9am – 1pm Monday, Tuesday and Thursday)
- **Salary:** £14.34 per hour.

#### How to apply:

We are very interested in hearing from anyone who feels they have the qualities to make a difference.

To apply for the role of Finance & Office Assistant, please send your completed application form to [sue@blackthorn.org.uk](mailto:sue@blackthorn.org.uk)

**The deadline for receipt of completed application forms is Friday 21<sup>st</sup> November.**

**Interviews will be held on Thursday 27<sup>th</sup> November.**

We aspire to remove barriers and be open to all. We fully support access to work applications. To submit applications in an alternative format, or to request information in an alternative format please email: [emma@blackthorn.org.uk](mailto:emma@blackthorn.org.uk)

To apply for this role, you must be eligible to work in the UK – Blackthorn Trust is not a Sponsoring Organisation.

## **Job Description: Finance & Office Assistant**

**Responsible to:** Finance Officer

**Hours:** 12 hours per week over 3 days (9am – 1pm Monday, Tuesday and Thursday)

### **Job Purpose**

To support the financial sustainability and operational effectiveness of The Blackthorn Trust by delivering accurate, timely, and compliant financial administration support. This role ensures that the charity's resources are well-managed and transparent, enabling the delivery of holistic mental health support to our community. You will be supporting the Finance Officer, CEO, external accountants, and operational teams to maintain robust financial systems and contribute to strategic decision-making.

### **Key Responsibilities:**

- Maintain accurate financial records, including income, expenditure, and restricted funds.
- Process invoices, payments, and bank reconciliations in line with internal controls.
- Support the preparation of monthly management accounts and year-end reports.
- Liaise with external accountants, auditors, and payroll providers.
- Provide financial data and forecasts to support funding applications.
- Ensure compliance with charity finance regulations and internal policies.
- Contribute to financial planning, forecasting, and sustainability initiatives.
- Support the finance function during audits, trustee meetings, and reporting cycles.

### **Key Tasks**

- Input and reconcile transactions using Xero accounting software.
- Maintain accurate records of grants, donations, and restricted income.
- Support the preparation of Gift Aid claims in line with HMRC requirements.
- Support the preparation and submission of VAT returns
- Track expenditure against project budgets and funder requirements.
- Maintain supplier and customer records, ensuring timely payments and invoicing.
- Assist with payroll checks and pension submissions.
- Produce financial summaries for internal and external stakeholders.
- Support the development of improved financial systems and procedures.

### **General Responsibilities**

- Attend regular supervision and review meetings with your Line Manager.
- Work in accordance with Trust policies and procedures, including completing induction and mandatory training.
- Participate in fundraising events and open days, including those held during evenings and weekends.
- Undertake any other duties reasonably required from time to time, as agreed with your Line Manager.
- Stay up to date with mandatory training and actively engage in staff development days.
- Contribute to the wider life of the Trust, supporting activities that promote inclusion, community engagement, and service sustainability.

## Person Specification

*Studies indicate that women and people from ethnically diverse heritage are less likely to apply to jobs unless they meet every single criteria. If you're excited about this role but your past experience doesn't perfectly fit our core criteria, please do not be discouraged from applying. We are keen to recruit the right person for the role and welcome applications from those who may be open to learning new skills.*

### **Benefits:**

We offer a number of benefits including:

- **Pay:** We offer competitive salaries with annual reviews.
- **Pension:** We offer employer contributions of 3% and employee contributions of 5%.
- **Holiday:** Our staff enjoy 25 days of annual leave plus bank holidays.
- **Sick pay:** We offer a generous sick pay scheme which grows as you remain with the team. After 3 years we offer 3 months full pay + 3 months half pay in any 12-month rolling period.
- **Flexible working:** We offer flexible working hours and will discuss what works for you and the organisation.