

A photograph of two women in conversation. The woman on the left has long dark braids and is wearing an orange sweater. The woman on the right has short brown hair and is wearing a black and white striped turtleneck. They are standing in front of a wall with large, light-colored geometric shapes, possibly pyramids or triangles. The 'Frontline' logo is in the top right corner.

Frontline

**Finance Officer
Operations**

JOB PACK

If you would prefer this read aloud, guidance is available [here](#).

OUR MISSION

Almost 700,000 children in England rely on the support of social workers each year. These children need and deserve the support of life-changing social work professionals who can empower them to achieve their full potential and help to break the cycle of trauma and disadvantage.

Frontline is England's largest children's social work charity. We're committed to ensuring a safe and stable home for all children so they can reach their full potential - no matter their social or family circumstance. Our mission is to create social change for children who do not have a safe or stable home, by developing excellent social work practice, leadership and innovation. We are creating social change by building a movement of leaders in social work and broader society as part of our Fellowship. We have ambitious aims to grow this community to 5,000 impactful fellows by 2025, and with it our fellows' ability to effect system changes that will improve the life chances of vulnerable children.

We are looking for enthusiastic individuals from a diverse range of backgrounds to join our organisation and contribute to our work to create lasting social change for children and families. At Frontline we do this while striving to achieve a culture of freedom and responsibility, and working to become a truly anti-racist organisation. Read on to find out more about our culture and what we are looking for in this role.



FREEDOM AND RESPONSIBILITY: OUR CULTURE

To achieve our best work as a charity, we need to both let go of control and expect much more of one another. If we can manage this feat, you will be surrounded by a team who can solve problems, speak with candour, communicate expectations and give one another the space and support to achieve fantastic results for children and families. This is what we call a culture of freedom and responsibility.

How do we make it happen? Freedom without responsibility results in chaos – confusion, frustration, a lack of accountability. Responsibility without freedom breeds a rigid focus on following rules and process, even when professional judgement and creativity would produce better results. It can result in people doing things right without doing the right thing. Because of this, we need to have huge levels of both freedom and responsibility. The most important word is not freedom, nor responsibility, but **and**.



DIVERSITY AND INCLUSION

Frontline is an employer that takes equal opportunity seriously and seeks to walk the talk.

We believe that the strongest performing teams have a lot of difference in them. Our employees come from a range of backgrounds and with various expertise. We are committed to anti-discriminatory practice and are actively seeking to bring people with different lived experiences into the organisation. According to our most recent demographic survey, 26% of our employees are from ethnic minority backgrounds, 17% are disabled and 20% identify as LGBTQ+.

We are committed to becoming an actively anti-racist organisation. For us at Frontline, that means proactively tackling systems and structures that perpetuate and embed racism in our society. We published a racial diversity and inclusion plan in June 2020 and have been working to deliver this since that time, which you can read more about on our website [here](#).

We have a diversity and inclusion working group that includes employees from across all teams and levels including the people team and our senior leadership team. The group leads on recommendations for improvements in this area and implements initiatives to achieve equality for all.

We are committed to taking an inclusive approach to recruitment. We use a system called Pinpoint, which helps to remove bias from the selection process by anonymising applications. We ensure all of our employees have the relevant knowledge to support these aims. We design and deliver regular workshops and training around diversity, inclusion and belonging. We are proud to have won the ENEI Best Smaller Employer Award 2020.

If you're interested in hearing more about diversity and inclusion at Frontline, please feel free to contact people@thefrontline.org.uk.



OUR BENEFITS

We know that working here is more than just a job title. Our benefits are a way of recognising employees for the important work they all do.



Community

- Employee Resource Groups (incl. LGBTQ+ Affinity Group, Black Affinity Group, family network)
- Organisational away day once a year
- Regular social activities – virtual and in-person
- Social work roles can join the Frontline Fellowship after one year of service



Family

- Enhanced Occupational Maternity, Adoption, and Shared Parental leave policies
- Partner leave
- Foster and kinship care policy – support and time off for training (up to 5 days)
- Time off for fertility treatment/IVF appointments



Flexible working

- Home-working around the needs of your role
- Flexibility around our core hours (10am-4pm)
- Mission aligned volunteering time (up to 3 days)



Learning and development

- CPD – Professional qualifications and apprenticeships
- Tailored, in-house workshops
- Coaching with qualified, professional coach



Holidays

- 25 days annual leave, plus bank holidays and office closure from 25 December to 1 January
- Holiday entitlement increases by one day every year after two years' service (up to max. 30 days)
- Buy up to five days annual leave a year



Health and well-being

- Employee Support Service – 24/7 confidential advice line and counselling
- Occupational Health support – assessments and counselling
- Life Assurance Scheme – death in service benefit of x3 annual salary
- Free eye test and flu vaccine
- Employee-led Wellbeing Action Group
- Sabbatical after 3 years' service (up to 6 months)



Pay, pension and loans

- Transparent salary structure
- Up to 8% employer pension contribution
- Interest-free bike and season ticket loan
- Interest-free deposit loan for renting or buying a new home

THE ROLE

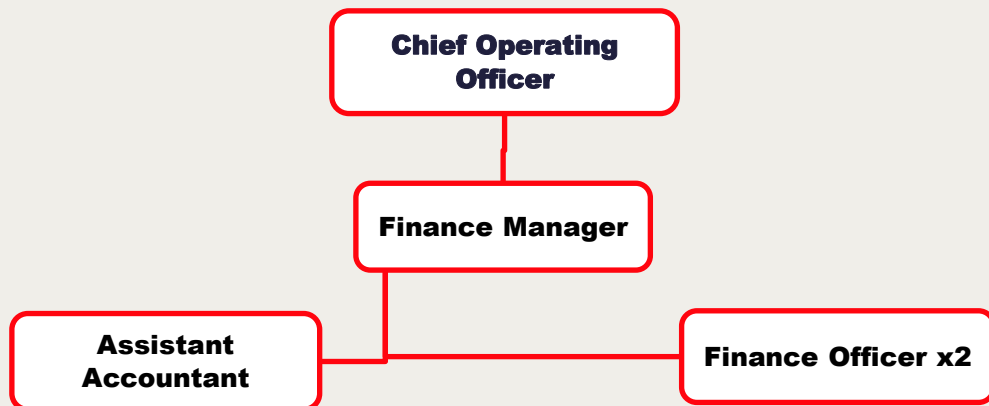
Reports to:
Finance Manager

Salary:
£30,480.73 (£33,867.48 inclusive of London Weighting) plus competitive pension

Contract:
Full Time, Permanent. We will consider flexible working arrangements with a minimum of 0.8 FTE

Location: Flexible, however travel expected to our central London office at least twice per week and for induction.

The team you will be working in:



Closing date:
9am, 17th February

Interviews:
First round: 24/25th Feb (online via Microsoft Teams) – includes task

Second round: 27/28th Feb (online via Microsoft Teams)



THE ROLE

Job description:

The Finance Officer will play a vital role within the Finance team being a trusted partner to our colleagues who are creating social change for children who do not have a safe or stable home.

You will take ownership of the purchase ledger and manage documents from receipts in ExpenseIn through to supplier payment. You will resolve issues with suppliers as they arise and maintain effective communications with suppliers. You will be responsible for accurately processing other transactions and inputting them into the accounting system (XERO), such as bank, petty cash and sales invoices. You will support the Finance team with other administrative tasks including month end closing.

Key responsibilities:

Manage documents within Frontline's Purchase Invoice System to:

- Ensure invoices are appropriately approved and paid on a timely basis
- Resolve any issues with suppliers
- Manage supplier set up
- Ensure accurate account coding
- Matching incoming invoices to purchase orders
- Prepare accurate weekly payment runs using online banking software
- Take ownerships for the purchase ledger function, taking a lead on resolving all issues and ensuring it operates effectively
- Process sales ledger invoices as directed and perform 1st stage credit control function
- Process bank account transactions
- Support with month end tasks as required
- Monitor and manage finance email inbox
- Manage banking administration
- Developing systems and processes as appropriate
- Supporting delivery team with credit control
- Adhere to the organisation's financial policies and assist other departments in doing the same
- Assist the external auditors during their fieldwork



THE ROLE

Person specification:

Experience and Knowledge	Essential or Desirable	Where this will be assessed?
Significant experience of purchase ledger management in a medium sized organisation, preferably a charity with complex account code structure	Essential	Application
Experience of online approval workflows	Essential	Application and interview
Experience of purchase order systems	Essential	Application and interview
Experience of developing and improving finance or administrative processes	Essential	Application and interview
Good knowledge of basic bookkeeping principles	Essential	Application and interview
AAT accounting qualification or equivalent	Desirable	Application and interview



THE ROLE

Person specification:

Characteristics and Skills	Essential or Desirable	Where this will be assessed?
Attention to detail and ability to produce consistently accurate work to a high standard	Essential	Application
Excellent communication skills and the ability to apply these appropriately across a range of diverse stakeholders	Essential	Application
Skills in effective use of Microsoft Office, particularly Excel, Outlook and Word	Essential	Application
High level of organisation and ability to multi-task and prioritise	Essential	Application and Interview
Ability to manage own workload and show initiative to solve problems as they arise	Essential	Application and Interview
Ability to learn new systems and processes quickly	Essential	Application and Interview
Ability to work collaboratively as part of a team	Essential	Application and Interview

We believe that diversity makes for a stronger team and want our organisation to better reflect the communities we serve. Therefore, we are actively seeking applicants from racialised minority backgrounds for this role. We are also a disability confident employer and welcome applicants with disabilities. We ensure a diverse shortlist for all our roles when prompted, we encourage you to share this information with us if you feel comfortable to do so.

Please let us know how we can make the recruitment process more accessible for you by emailing People@thefrontline.org.uk.



THE ROLE

You may not have all of the experience or skills listed in this job pack but don't let that automatically put you off applying. If you have relevant experience and feel you would be a good fit for this role, we'd love to hear from you.

It is important to us that you are aligned with our values and committed to:

- working to deliver our [mission](#) and helping achieve our vision
- working towards our organisational goal of creating 4,000 impactful fellows by 2025
- creating a culture of freedom and responsibility
- actively dismantling discrimination in your role

Requirements of the role:

- Right to work in the UK

How to apply:

If this sounds like the right role and organisation for you, please apply by following this [link](#).

Please note that we reserve the right to close all roles early if we experience a high number of applications. If you think the role is a right fit for you, please apply as soon as you can.

Want to find out more?

Please contact:

Mohammed Rahman (Finance Manager) on mohammed.rahman@thefrontline.org.uk

