

RECRUITMENT PACK

Finance Officer



About Jewish Blind and Disabled

We are the only Jewish charity dedicated to ensuring that neither physical disability nor impaired vision is allowed to become a barrier to maintaining one's independence and dignity. We provide developments of mobility apartments specially designed to enable people to do the everyday tasks that are key to living independently, in safety with their own front door. We have over 360 people living across our 7 developments with ages ranging from those in their 30's to over 100 years old.



Most of our tenants are not born with a disability, instead, at some point in their lives they face a diagnosis that will have a significant impact on their life from that time forward. We know that with the right facilities and support a disability does not have to mean a loss of vital independence and self-worth.

Each of our buildings has its own supportive Jewish community with our house managers being central to the building. Along with providing a 24/7 on call service 365 days a year, house managers keep a caring eye on our tenants, calling them, unless requested not to do so, every morning and evening to check that everything is ok.

We work in partnership with a wide range of local and communal organisations, social care and health providers to support our tenants to be active and supported members of their local community.

Community engagement is at the heart of all we do.

Over the past few years we have become acutely aware of the struggles that some people on our waiting list were facing in managing in their own home. In 2018, we established our Independent Living Advisory Service, a service that takes our expertise into people's own homes. The service both advises and funds the installation of vital aids and adaptations that can support individuals on our waiting list or those who want to remain in their own home to retain their much-prized independence.

Our Vision, Mission and Values

Jewish Blind & Disabled exists for Jewish people with physical disabilities and/or vision impairments aged 18 upwards to have access to housing and support so that they lead the best life they can; enabling independence, dignity and choice. This is achieved through our specially adapted mobility apartments located in our unique supportive developments or within their own home in the wider community. We are committed to develop to ensure we can meet the needs and increased demand from across the community.

We are a values led organisation. We are guided by our strong Jewish values. Our behaviours demonstrate how we live our values. We will use these behaviours to:

- 1** Ensure we recruit people who share our values and can demonstrate the behaviours we seek to encourage in our staff team
- 2** Measure performance and identify support and development needs of our staff
- 3** Outline our expectations for our staff, volunteers, contractors and others who interact with us. Central to this is our value of respect.

OUR VALUES

Truth and Integrity (EMET)

Do what you are supposed to do. Be accountable. Be professional

Respect (KAVOD) Treat others with respect and dignity

Fairness (TZEDEK) Be fair. Be open-minded and listen

Kindness (CHESED) Show you care. Be compassionate and empathetic.



Thank you for your interest in this role

JBD is an ambitious organisation with an ambitious strategy for growth and development to meet the high level of demand for our services. This will be a busy time for the whole team, including our small but vital finance department of two.

We are looking for a great team player, with finance experience who has a can-do attitude and is able to work independently.

We are a values-based organisation and recruit staff who align with our values.

In my time working here, I can confidently say JBD is a great employer who recognise the need for our staff to balance work and their home lives and offer flexibility in return for dedication and a commitment to get things done.

If you think this is the next challenge you are looking for, we look forward to hearing from you.

If you would like an informal conversation to find out more about us and the role, please feel free to email me bill@jbd.org to arrange a time to speak.

Bill Varon
Head of Finance



Role: Finance Officer

ROLE SPECIFICATION

Job Description

JBD's Finance Officer is responsible for leading and assisting with daily financial processing and reporting including rent collection, bank reconciliation & supplier management.

Location

Office based in Mill Hill East, NW7, with optional day a week from home.

Responsible to

Head of Finance

MAIN DUTIES & RESPONSIBILITIES

Rent Payments

- Raising Rent weekly for all tenants.
- Assist with annual rent increases coordinating with Head of Finance & Tenancy Support team including notifying local authority partners.
- Manage direct debit payments for rents (and donations) as and when required.
- Ensure all service chargeable items are recorded correctly on our finance system throughout the year to support annual service charge setting.
- Work in partnership with the Head of Finance and Tenancy Support team to manage rent arrears.

Purchase Ledger

- Checking supplier invoices and seeking relevant approvals before entering them into our system and processing payments.
- Resolve supplier queries / supplier statement reconciliations.

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Utilities

- Work with our energy procurement consultant and Head of Finance to manage administration on all matters relating to all our energy contracts.
- Set up and management of direct debits for utilities.
- Resolve payment / invoice issues with suppliers.
- Liaise with house managers and contact suppliers with meter readings.

Banking / Payments

- Manage all aspects of bi-monthly payment runs, ensuring payments are made in a timely manner, with relevant approvals from budget holders.
- Undertake monthly Bank Reconciliations.
- Responsible for all Bank Postings.

Direct Debits

- Prepare and send out correspondence relating to Direct Debits Undertake monthly Bank Reconciliations.

Tenancy Deposit Scheme

- Supporting the Head of Finance and tenancy support with the Tenancy Deposit Scheme and the receipt and returning of deposits.

Fundraising

- Work in partnership with the Fundraising team to manage direct debits and standing orders.
- Support Fundraising team with events.

Petty Cash

- Administering and reconciling petty cash across our 7 buildings.
- Liaising with House Managers re upkeep of petty cash spreadsheets.

Other

- Reconciliation of Balance Sheet accounts in conjunction with the Head of Finance
- Provide support, and when required, reports to budget holders to ensure effective budget management.
- Oversee updates of suppliers on buildings crisis plans (eg each time supplier changes need to update the contact details and reference in relevant documents).
- Control electric vehicle charging to tenants - this includes updating costs on the app / site we have access to and ensuring tenants are correctly billed according to usage.

Finance Department

- Be familiar with key Finance department procedures and provide cover and support for the Head of Finance when necessary.
- Work alongside the Head of Finance in preparing information and managing the uploading of documents required onto the auditor's portal in a timely manner.
- Undertake other general duties as required.

REQUIREMENTS

The successful candidate for this role will demonstrate previous success within a senior accounts position. You must be confident working independently, managing conflicting priorities and working to deadlines.

Your ability to work efficiently and accurately with figures will be essential, as will your empathy and ability to work compassionately with our tenants in managing rent and other account issues.

You will be skilled in identifying, investigating, and resolving discrepancies. A proactive and flexible approach to work is essential, and the ability to communicate clearly both verbally and in writing.

You will have excellent communication skills for engaging with internal and external stakeholders, tenants and suppliers. With a 'hands on' approach you will understand your role in the context of the whole organisation as well as excellent time management skills.

Essential skills

- Solid understanding of how a multi-tiered nominal ledger works.
- Good IT skills with an open mind and can-do approach to, if required, learn new systems (JBD use HomeMaster an integrated finance, property and housing management system).
- Proven experience of working in a Customer Service environment.
- Proven Credit Control Skills.
- Strong written and spoken English skills.
- Strong numeracy skills.
- Working knowledge of purchase ledger upkeep and maintenance is essential.
- Strong ability to prioritise and time manage workload effectively.
- Ability perform tasks with the highest level of accuracy.
- Excellent attention to detail.
- Good organisational skills and ability to use initiative.
- Team worker, with flexible approach to dealing with conflicting demands.

Salary band

circa £35K per annum pro rata

Hours

35-hour week (early closing every Friday). Opportunity for the role to be a part time flexible post, with a minimum requirement of 28 hours per week

Annual Leave

28 days per annum pro rata

Terms and conditions of employment

DBS	All posts are subject to an enhanced Disclosure and Barring Service (DBS) disclosure.
Probationary Period	All posts are subject to a probationary period which may be extended if deemed necessary.
Working Hours	Full time equivalent hours is 35 per week. This role is 20-25 hours per week with one evening per month and the occasional weekends as required by agreement.
Annual Salary	<p>Salaries are paid monthly in arrears on the last Friday of each month.</p> <p>Salaries are reviewed annually in January.</p> <p>JBD reserves the right to deduct from pay any amounts which are owed by you to the organisation, e.g. over payment of salary.</p>
Holiday Entitlement	<p>Annual leave will be based on a full-time entitlement of 20 days' paid holiday and 8 Bank Holidays (pro-rata for part-time employees).</p> <p>The holiday year runs from the January to December. Holiday entitlement increases with length of service, rising by three days per annum after three years of completed service and a further two days after five years completed service up to 25 days (plus BH). This entitlement is pro rated for part time staff.</p>
Sickness	Up to 1 years continuous service - SSP only (where applicable).
Pension and other benefits	On successful completion of your probationary period, you will automatically be enrolled on the company pension scheme and Health Cash Plan.
Notice	<p>During the probationary period - 1 week</p> <p>On successful completion of your probationary period and thereafter - up to 3 months dependent on the role.</p> <p>All notice must be in writing.</p>

Policies & Procedures	Jewish Blind & Disabled has a range of policies and procedures to support its staff in their work. These include GDPR, Confidentiality, Health & Safety, Equality Diversity & Inclusion and Grievance and Disciplinary & Appeals Procedures. All employees are bound by JBD's policies and procedures.
Additional Rules	Employees are required to disclose any other employment, which you undertake whilst in JBD's employment.
Kosher Buildings	As JBD is a Jewish organisation there are certain rules regarding food that must not be contravened. For example, no meat, meat products, shell fish or certain other fish may be brought into office buildings and only Kosher products may be brought into residential buildings. During Passover leavened products are also excluded.
Collective Agreements	These terms and conditions are not bound by any collective agreements.

WE CAN OFFER YOU

- A friendly & supportive work team
- Training & development opportunities
- Competitive rates of pay which are reviewed regularly
- 4% employer pension contribution
- Flexible working opportunities
- Hospital Cash Plan
- Employee Assistance Programme offering 24/7, 365 days a year confidential support with personal legal and financial information and health advice across a range of medical and wellbeing issues
- 24/7, 365 days a year GP telephone helpline
- A range of discounts from major high street brands
- Cash staff referral scheme

Working for Jewish Blind & Disabled

Our staff surveys show that people enjoy working for
Jewish Blind & Disabled:

96% of staff members said they were proud to work for
Jewish Blind & Disabled in a recent staff survey

95% of staff members said their job is interesting and it challenges them

93% of staff members said their roles gives them a sense of self-fulfilment.



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