



Recruitment pack

Finance Assistant

About Jewish Blind & 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.



Role Specification - Finance Assistant (sabbatical cover, up to one year)

Accounting to: Chief Executive & Treasurer

Reporting to: Head of Finance

Location: : Hybrid with office based in Mill Hill East, NW7. Staff spend most of their week in the office

Salary: £28-30K 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

About the role

JBD's finance assistant is responsible for leading and assisting with daily financial processing and reporting including rent collection, bank reconciliation and credit control.

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

Main duties and responsibilities

Rent payments

- Raising rent weekly for all tenants
- Manage all administration in relation to rent increases including notifying local authority partners via their rent increase template documents
- Set up and collect 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
- Manage payment plans for rent arrears
- Work in partnership with the Tenancy Support Team to manage outstanding rent payments

Purchase ledger

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

Utilities

- Work with our energy procurement consultant to manage administration on all matters relating to over 20 energy contracts
- Set up and management of direct debits for utilities
- Manage 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
- Manage monies on deposit providing regular reporting to the Head of Finance and CEO in relation to cash flow
- Manage intercompany transfers (between JBD and JBD Properties, our registered company that undertakes major development projects on behalf of the charity)
- Banking of all cash & cheques

Direct Debits

- Prepare and send out correspondence relating to direct debits

Tenancy Deposit Scheme

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

Fundraising

- Manage income and expenditure for restricted income funds including undertaking reconciliation with budget holders for these funds
- 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 all our 7 buildings
- Liaising with House Managers re upkeep of petty cash spreadsheets
- Reconciling spreadsheets to scanned receipts

Support to budget holders

- Provide support, and when required, reports to budget holders to ensure effective budget management

Finance Department

- Be familiar with key Finance Department procedures and provide cover and support for the Head of Finance when necessary
- Provide support with the annual audit including uploading documents required onto the auditor's portal in a timely manner
- Undertake other general duties as required.



Person Specification

The ideal candidate will be a collaborative team player with a positive attitude and self-motivation.

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 Criteria

- 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.
- Organisational skills and ability to use initiative
- Team worker, with flexible approach to dealing with conflicting demands

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 hours are 35 per week over 5 days. The office closes at 2pm every Friday. Actual hours by agreement with line manager.
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). The office is closed for Jewish high holy days up to a further 8 days per annum, depending on when the holidays fall.</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.

Terms and conditions of employment

Notice:	<p>Employees are required to give the following periods of notice:</p> <p>Under 1 month's service - nil</p> <p>During the probationary period (after 1 months' service) - 1 week</p> <p>On successful completion of your probationary period and thereafter - 3 months.</p> <p>All notice must be in writing.</p>
Policies & Procedures:	<p>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.</p>
Additional Rules:	<p>Employees are required to disclose any other employment, which you undertake whilst in JBD's employment.</p>
Kosher Buildings:	<p>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.</p>
Collective Agreements:	<p>These terms and conditions are not bound by any collective agreements.</p>

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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