

TELFORD CRISIS SUPPORT

Fruit of the Loom House
Unit G, Halesfield 10
Telford
TF7 4QP
Telephone 01952 586 646
admin@telfordcrisissupport.org.uk
www.telfordcrisissupport.org.uk
Charity Number 1158650

Bookkeeper/Administration Assistant

TELFORD CRISIS SUPPORT is an independent charity that was formed in 2014 to provide emergency food parcels to residents in the Borough of Telford and the Wrekin who found themselves in crisis. The mission of the charity has expanded to include support for mothers and babies and the provision of clothing for schoolchildren.

We would like to appoint a part-time skilled Bookkeeper/Administration Assistant to help maintain our financial records and statistics.

The successful candidate will work closely with the Honorary Treasurer and our operations Manager to ensure compliance with Charity Commission regulations and to assist in ensuring that our accounting information and records required for the annual Independent Examination are completed to a tight deadline.

The charity regularly receives grants from external bodies which specify what the grant must be spent on and part of the role will be maintaining records of expenditure that can be reported to the grantor.

The ideal candidate will have a solid knowledge of basic bookkeeping and the use of simple spreadsheets such as Excel and Word. Knowledge of current accounting software such as Sage would be advantageous but not essential.

Essential personal qualities include:

- A genuine interest in and support of the TCS charitable activities.
- Ability to work unsupervised to a high degree of accuracy and detail.
- Time management skills and ability to prioritise tasks.
- Ability to maintain confidentiality.
- Ability to analyse expenditure and match it to various income streams.
- Ability to compile clear and concise reports.
- Minimum educational qualification of GCSE in Maths and English.

Hours of work:

16 hours per week (actual working hours to be agreed upon but can be flexible)

Hourly rate of £12.50 (£200 per week)

For an application pack please contact:

Simon Lellow simon.lellow@telfordcrisissupport.org.uk

Or call 01952 586 646 Applications close at 12 noon Friday 18th February 2022

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EQUAL OPPORTUNITIES MONITORING FORM

Telford Crisis Support is committed to equal opportunities for all. Applications will be considered solely on individual merit and suitability.

We do not discriminate against applicants because of their race, creed, colour, or nationality, or because of the age, sex, disability, sexual orientation, marital status, responsibility for dependants, lack of formal qualifications or HIV status.

To ensure that this policy is being effectively carried out, we would be grateful if all applicants would complete the attached monitoring sheet.

The information is completely confidential. The monitoring sheet will be kept separately from the application form to ensure confidentiality.

Completion of the form is voluntary, as is completion of any individual question on it, but we hope you feel able to co-operate.

Thank You.

EQUAL OPPORTUNITES MONITORING FORM

The completion of this form is voluntary, but the information it contains helps us to monitor and improve our equal opportunities policies and procedures. **This sheet is removed from the application form before the short-listing process, thus ensuring that all short-listing is based on merit.**

1. Full Name:	
2. Post Applied for:	
3. Date of Birth:	4. Marital Status:
5. Gender:	6. Nationality:

7. Please select your ethnic group: (tick as appropriate)

White

- British
- Irish

Asian or Asian British:

- Indian
- Bangladeshi
- Pakistani

Black or Black British:

- Caribbean
- African

Of Mixed Race:

- White & Black Caribbean
- White & Black African
- White & Asian
- Chinese:
- Other (please specify) _____

8. Do you belong to a particular religion or hold specific beliefs?

- Christian
- Hindu
- Sikh
- Muslim
- None
- Other (Please state) _____

9. Do you consider yourself to have a disability?

10. Do you have any disability for which special arrangements should be made, either in the interview or employment situation? If so, please specify the nature of the disability and your requirements

11. Are you a carer of a disabled child under the age of 18:

I give my consent to my details to be used for Monitoring of Equal Opportunities.

Signed:

Date: