**Application Information Pack**

**Finance and Administration Assistant – 2019**

Dear Applicant,

Thank you for your interest in the position of Finance and Administration Assistant at the Institute of Employment Rights.

This is a great opportunity to contribute your skills to an established and well respected think tank. Originating in the labour movement, IER works with a broad network of experts including academics, lawyers and trade unionists to produce high quality, authoritative publications and events. We’re a small, busy team so we’re looking for a team-player who’s happy to get stuck in and able to hit the ground running.

This position would suit someone who is highly organised, confident using Sage 50 accounts and with excellent communication skills. The applicant would need to work well under pressure, prioritise a busy workload, and work towards quarterly deadlines for financial reporting. An individual with experience of the trade union movement is desirable but not essential.

This post will be based in our Liverpool office, working two days a week as part of a small committed team and reporting to the Director.

Please return completed application forms to [cad@ier.org.uk](mailto:cad@ier.org.uk) by the closing date.

This document includes the following:

* Information about IER
* Guidance on completing your application
* A job description and person specification
* An application form
* An equal opportunities monitoring form

IER promotes equal opportunities and welcomes applications from qualified persons regardless of their gender, race, disability, sexual orientation, gender identity, age, religion or belief.

Please complete the application and equal opportunities monitoring forms and return both by email to [cad@ier.org.uk](mailto:cad@ier.org.uk) or by post to IER, 4th Floor, Jack Jones House, 1 Islington, Liverpool L3 8EG by **5pm on Wednesday 11 September 2019**

Interviews will be held on **Monday 30 September in Liverpool.**

If you have not heard back from us by 18 September 2019 we have decided not to interview you on this occasion. However, we will do our best to respond to each application.

Yours sincerely,

Carolyn Jones, Director**Information about IER**

## What Is the Institute?

The Institute of Employment Rights is a think tank for the labour movement. We exist to inform the debate around trade union rights and labour law by providing information, critical analysis, and policy ideas through our network of academics, researchers and lawyers.

We were established in February 1989 as an independent organisation to act as a focal point for the spread of new ideas in the field of labour law. In 1994 the Institute became a registered charity.

## What do we do?

### **Employment law conferences and seminars**: Our [employment law conferences and seminars](http://www.ier.org.uk/events/institute-events) aim to update the labour movement on changes to legislation that affect employment and trade union rights, as well as provide critical analysis on current and future policy. Our speakers include politicians, trade unionists and top academics and lawyers in the field of employment rights. We have received consistently positive feedback from our delegates, who are typically trade unionists, lawyers, solicitors, academics and people with an interest in employment rights.

### **Employment law publications and journals**: The Institute of Employment Rights normally publishes six [employment law publications and journals](http://www.ier.org.uk/publications/publications-institute-employment-rights) a year. Our employment law books are written by some of the top experts in the field and provide critical analysis of the latest changes in employment law. Those who [subscribe to the Institute of Employment Rights](http://www.ier.org.uk/subscription/become-subscriber-institute) receive free access to all of our publications.

### **Subscription services** Subscribers to the Institute of Employment Rights receive a package of benefits including free access to all of our [employment law publications](http://www.ier.org.uk/publications/publications-institute-employment-rights) and reduced entry fees to our [employment law conferences and seminars](http://www.ier.org.uk/events/institute-events).

### **Briefings and consultation responses:** The Institute produces regular [briefings on labour law](http://www.ier.org.uk/our-work/briefings), with our network of experts and academics providing critical analysis and recommendations on all aspects of employment rights and legislation. The Institute also submits written [consultation responses](http://www.ier.org.uk/resources/consultation-responses) in the defense of employment rights when the government proposes new policy that could put them in danger.

### **Research Project Work:** The Institute also undertakes [collective research projects](http://www.ier.org.uk/our-work/projects) which aim to reveal the current situation for workers and investigate the best way forward for employment law.

###### Guidance on completing your application

We have put together what we hope is helpful advice on completing the application form.

General Advice and Guidelines

You may find it useful to prepare a rough draft before completion of the form. This will help you to avoid mistakes or repetitions. It will also assist you in making the form well organised and relevant.

**(5) (6) Telephone Number & Email Address:** Please ensure that you indicate if you do not want us to contact you at work.

**(7) Two Referees:** Please include your present or most recent employer and another previous employer as your referees. If you have not been employed, you may wish to give the name of a person who knows you well enough to confirm the information you have given, and to comment on your ability to do the job, for example a school or college tutor. Please note that any offer of employment is subject to receipt of references acceptable to us.

**(11) Education/Qualifications/Training:** Evidence of any relevant qualifications claimed will be requested if an offer of a job is made.

**(12) Work Experience/Employment History:** In detailing the nature of your duties, please only give brief details. It is sufficient to explain the main features of each job that you have had. Please check that any dates requested are correct and in the right order. If you have any gaps, please tell us what you were doing during that time.

**(13) Experience Relevant to Post:** This is the section where you will make your main case for the job. Read the Job Description thoroughly and ask yourself why you are interested in the job. Can you support your decision with supporting evidence? Concentrate on the Person Specification and think of evidence that shows you have the necessary skills, knowledge or experience to do the job. Ensure that you include all relevant experience as this will assist in the shortlisting process. Remember, you may have gained experience outside of paid employment, for example during education or in voluntary or community work. You should aim to present your experiences in a concise and positive way.

Finally

Return your completed form to [cad@ier.org.uk](mailto:cad@ier.org.uk) under the subject heading Administrative Assistant by **5pm on Wednesday 11 September 2019** . If you have any queries regarding this position that you would like to discuss call Carolyn Jones on 07941 076245 or email [cad@ier.org.uk](mailto:cad@ier.org.uk).

**Job Description:**

* **Role:** Finance and Administrative Assistant for initial 12 month period
* **Hours:** 14 hours a week, over two days.
* **Holidays:** 12 days
* **Salary:** £10.00 per hour
* **Pension:** 9% employer contribution
* **Location:** Based in Liverpool, with some travel expected.
* **Responsible to:** Director

The Finance and Administrative Assistant will work with the IER team and report to the Director. The main responsibility will be on maintaining our financial system (Sage 50) and preparing financial reports. Processing orders (such as publications and subscriptions) will form part of the responsibilities. An ability to communicate confidently with a wide range of people is important. IER is looking for an organised individual with a strong background in maintaining finance packages.

## **Main Responsibilities:**

* Inputting our financial income and expenditure in to Sage 50 accounts software.
* Reconciling sage data with bank statements.
* Producing quarterly and annual budget reports in line with schedules for IER meetings.
* Liaising with accountants to finalise YE accounts in accordance with our reporting and auditing requirements. Submission of agreed YE accounts to the Charity Commission and Companies House.
* Processing all income generating orders for publications, events and subscriptions, including logging information in sage and posting relevant materials.
* Paying IER bills as instructed by the National Coordinator.
* Maintaining appropriate filling systems relating to financial issues.
* Maintaining accurate IER databases of subscribers and donors.
* Assisting and supporting the team as requested by the Director.

**You will also support other work of IER as and when required:**

* Assist in growing and developing links with unions and other organisations
* Participate in team meetings and other meetings as required
* Represent IER at external events in a professional manner

**Person Specification**

This role demands specific and proven knowledge and experience of finance systems, including SAGE. Experience of using all aspects of the Microsoft Office Suite would also be necessary.

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|  | **Essential (E) / Desirable (D)** | **Assessed by:**  **Application (A) Interview (I)**  **Task (T)** |
| **Experience** |  |  |
| Experience of Sage 50 accounting software, including reconciling transactions and generating reports. | E | A I T |
| Experience of working in a busy office environment and working to deadlines collectively and independently. | E | A I |
| Knowledge of liaising with accountants to produce end of year accounts for auditing. | D | A I |
| **Skills and Abilities** |  |  |
| Excellent organisational skills. | E | A I T |
| Ability to use own initiative and work under pressure, prioritising a busy workload to tight deadlines. | E | A I T |
| Excellent verbal communication and interpersonal skills; including a demonstrable confidence in dealing with supporters and high-profile experts, over the phone and by email. | E | A I |
| Well-developed ability to work well with others as part of a team, providing support as required, and building and maintaining effective working relationships. | E | A I |
| Excellent IT skills (Microsoft Office) and experience of using the mail merge functions. | D | A I T |
| Attention to detail and a high level of accuracy. | E | A I T |
| Excellent written communication skills. | E | A I T |
| **Other** |  |  |
| Interest in politics, UK public policy and a firm commitment to the labour movement and the values of IER. | D | A I |
| Willingness and ability to undertake some travel across the country to attend IER meetings and labour movement events, with some overnight stays. | D | A I |
| Willingness and ability to be flexible and work outside normal office hours where necessary, especially during busy periods in the run-up to key events. | D | A I |
| Understanding of and commitment to equality and diversity | E | A I |

# APPLICATION FORM

## *PRIVATE AND CONFIDENTIAL*

*Please see guidance on how to complete this form which is included in the Application Information Pack.*

**POSITION APPLIED FOR: Finance and Administrative Assistant**

**LOCATION: Liverpool**

PLEASE STATE WHERE YOU SAW THE ADVERTISEMENT OR HEARD OF THE VACANCY:

### PERSONAL DETAILS

**1. SURNAME**

**2. FORENAMES**

**3. CONTACT DETAILS – ADDRESS**

**4. TELEPHONE NUMBERS**

(HOME) …………………………………….. (WORK)............................................….

(MOBILE) …………………………………...

Please indicate the number you would prefer to be contacted on.

**5. EMAIL ADDRESS**

**6. TWO REFEREES**

Please provide the name, address, contact number and email address of two referees. If you have been in employment please include your present or most recent

employer. Please state if you require notice before a reference is requested.

**1. 2.**

**7. ELIGIBILITY TO WORK IN THE UK**

If successful in your application, you will be asked to produce a document which

confirms your eligibility to work in the UK. Can you produce an original document

which shows:

* Your National Insurance Number (not a temporary number)
* Passport
* National Identity Card from a state in the European Economic Area Agreement
* Or any other document (eg a stamped passport) which states your eligibility to work in the UK

**YES/NO** (Please delete as appropriate)

**8. DATA PROTECTION**

Information given in this application will be controlled under Data Protection legislation and will be used for the purposes of recruitment within the organisation. Should your application be successful, the information will then be used for your staff record and for payroll purposes. May we have your permission to process the information both manually and automatically for these purposes?

**YES/NO** (Please delete as appropriate)

**9. DECLARATION**

I confirm that the information given in this form and in other documents provided

with my application is correct and any misleading or falsification of information

may be proper cause for rejection or, if employed, cause for dismissal.

**SIGNED**...................................………. **DATED**................................................

**10. EDUCATION/TRAINING/QUALIFICATIONS**

**For internal use:**

**Candidate Number: ………………..**

**Date of Receipt of Application: …………………….**

Please give full particulars of education/training/qualifications.

|  |  |  |
| --- | --- | --- |
| **Name of Institution** | **Attendance Dates** | **Qualification Obtained** |
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**11. WORK EXPERIENCE/EMPLOYMENT HISTORY**

Starting with current/most recent please give full details of employment history, paid or unpaid, stating name and address of each employer/organisation, dates, position held, nature of duties and reason for leaving. Please include any voluntary or community work.

Please account for all gaps in employment history.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Employer/**  **Organisation** | **Dates** | **Position Held** | **Nature of Duties** | **Reason for Leaving** |
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**12. EXPERIENCE RELEVANT TO POST**

With close reference to the Job Description, please use the Person Specification to give an account of experience, skills and training you have which meet the requirements of the post.

**13. ADDITIONAL COMMENTS IN SUPPORT OF APPLICATION**

You may use this section for any general statement, comment or example of your work that you think is relevant to your application for this post.

Please return completed form to: IER, 4th Floor, Jack Jones House, 1 Islington, Liverpool L3 8EG or by email to [cad@ier.org.uk](mailto:cad@ier.org.uk) by **5pm on Wednesday 11 September 2019** with the subject heading Administrative Assistant.

**Equal Opportunities Monitoring Form**

**CONFIDENTIAL**

IER promotes equal opportunities and we welcome applications from all suitably qualified persons regardless of their gender, race, disability, sexual orientation, gender identity, age, religion or belief.

In order to monitor the effectiveness of our equal opportunities procedures, all applicants are asked to complete the following questions, although you are under no obligation to do so. **This form will be removed before your application is sent for short listing.**  All information will be treated in confidence and used only to provide statistics for monitoring purposes. Thank you for your assistance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post title:** | | Finance and Administrative Assistant | | |
| **Location:** | | Liverpool | | |
| **Full name:** | |  | | |
| **1. Gender:**  MALE / FEMALE | | | | |
| **2. Marital status:**  MARRIED / SINGLE / OTHER | | | | |
| **3. Do you have responsibility for dependants? (Dependants relates to children, or elderly or other persons for whom you are the main carer.)**  YES / NO | | | | |
| **4. Do you have any disabilities?**  YES / NO | | | | |
| **5. Ethnic origin**  I would describe myself as (choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background): | | | | |
| **A White:** | | | | |
| British | | | |  |
| English | | | |  |
| Scottish | | | |  |
| Welsh | | | |  |
| Irish | | | |  |
| Other, please specify: | | | |  |
| **B Mixed:** | | | | |
| White and Black Caribbean | | | |  |
| White and Black African | | | |  |
| White and Asian | | | |  |
| Other, please specify: | | | |  |
| **C Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:** | | | | |
| Indian | | | |  |
| Pakistani | | | |  |
| Bangladeshi | | | |  |
| Other, please specify: | | | | |
| **D Black, Black British, Black English, Black Scottish, or Black Welsh:** | | | | |
| Caribbean | | | |  |
| African | | | |  |
| Other, please specify: | | | |  |
| **E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group:** | | | | |
| Chinese | | | |  |
| Other, please specify: | | | |  |
| **6. Where did you see this post advertised?** | | | | |
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| Data protection: Information from this application may be processed for purposes under the Data Protection Act 2018. Please indicate your consent to data supplied being used for the purpose of recruitment and selection by signing below. | | | | |
| **Applicant's signature:** |  | | **Date:** |  |