****

**Candidate Information Pack**

**Resources Officer**

**Please find enclosed:**

## Background Briefing

## Job Description and Person Specification

* Application Form
* The Recruitment Process
* Equal Opportunities Monitoring Form

**For background information please go to:-** www.acf.org.uk

**Background Briefing**

**Why Join Us?**

Would you like to work in a focused and dynamic organisation that is working on behalf of an irreplaceable social asset?

Charitable foundations are a vital force for social good. At their best, they are the most transparent intentional and efficient way of transforming private wealth into public benefit. Since the 11th Century, they have embodied the belief that things can be better - mobilising funding, resources and expertise in the service of supporting others, whether by preserving social good that is under threat or catalysing it where it is absent.

Comprising a small, dedicated and ambitious staff team, ACF’s work sits at the intersection of private capital and public good, existing to support grant makers in their practice though the provision of information, advocacy and learning. More than ever ACF is looking to increase its influence and its impact, through the delivery of first class communications, robust policy interventions and nuanced thought leadership.

The Resources Officer will play a key role in helping to ensure that ACF has the financial, ICT, HR and membership management systems it needs to deliver its service to members.

**ACF**

The Association of Charitable Foundations (ACF) is the membership organisation for independent charitable grant-making trusts and foundations in the United Kingdom. ACF’s membership of 330 organisations, collectively holds £25 billion in investments and assets; and gives over £1.7 billion every year to a diverse range of organisations and people: from community groups, charities and social enterprises to museums, hospitals and schools. ACF has supported trusts and foundations for 25 years; respecting and safeguarding their independence, and helping them to be effective in the multiple ways that they use their resources. Some of the key ways in which ACF supports its members are:- developing and enabling policy and communications initiatives; providing opportunities for learning and discussion; sharing knowledge and best practice and providing events and professional development opportunities.

**Organisational context**

Following consultation with our membership, a 2013 Strategic Plan has set out an exciting and ambitious programme which is transforming ACF, and has helped its annual turnover to reach close to £1 million. As we deliver a step change in the level of support that we provide to our members, ACF is building on its strong reputation and is becoming increasingly strategic, influential and proactive – whilst maintaining the principle of mutuality in our relationship with members. Over the past two years we have undertaken a significant step change by growing our experienced staff team and developing our programmes of activity. We now need to develop our systems and processes to support and continue this step change.

**About the role**

Reporting to the Head of Resources, the Resources Officer will play a key role in helping to ensure that ACF has the financial, ICT, HR and membership management systems it needs to deliver its service and support to members. This is a newly configured role. An ability to be flexible and a tolerance for change are essential.

**Location**

The post will be based at ACF’s office in Kings Cross, London.

**Salary and hours**

Salary: £27,000

Hours: Full time

Contract type:Permanent.

The closing date is 10am, on 9th May 2016.

Interviews will be held on the 16th May 2016 at ACF’s offices.

**JOB DESCRIPTION**

**Job Title:** Resources Officer

**Works to:** Head of Resources

**Purpose of the post:** To support the resources management function and ensure the work of ACF is supported by sound systems and processes

**About the role**

Reporting to the Head of Resources, the Resources Officer will play a key role in helping to ensure that ACF has the financial, ICT, HR and membership management systems it needs to deliver its strategic objectives. This will include:

**Finance**

1. To ensure the accounts records are accurate and up to date; to take the accounting system to trial balance each month; and to assist with monthly management accounts;
2. To keep the sales and purchase ledgers up to date: raising sales invoices, processing purchase invoices and setting up online payments;
3. To support the organisation by being the first point of contact for internal accounts queries;
4. To assist with the annual budget setting process and annual statutory accounts preparation;
5. To provide any other support to ensure the smooth running of the finance function.

**Membership**

1. To keep the finance module of the membership database up to date and reconciled with the accounting records on a monthly basis;
2. To provide administrative support in the annual membership renewal process;
3. To assist with the new member application process: adding applicant details, contact details, checking supporting documents and preparing new member welcome packs;
4. To maintain the integrity of ACF’s CRM database: keeping it up-to-date; proactively checking and updating contact data;
5. To assist with developing CRM user guides and training for staff, and ensuring data entry and data protection standards are followed;
6. To maintain up to date email distribution lists and ensuring the ACF website, Funder Network and CRM database lists are reconciled on a regular basis.

**Human Resources**

1. To assist with monthly payroll;
2. To assist with keeping HR records up to date and assisting staff with booking annual leave;
3. To assist with the staff handbook;
4. To provide any other support to ensure the smooth running of the HR function.

**Office Management**

1. To liaise with suppliers and tenants, and act as the first point of contact for internal ICT issues;
2. To lead on health and safety policies, and workplace practice;
3. To meet and greet visitors to ACF when the Administrator is away;
4. To provide any other administrative support as required.

**Supporting the work of ACF**

1. Ensure that the principles of equality and valuing diversity underpin the execution of the responsibilities and tasks described above;
2. Have regard to environmental good practice in all areas of the work;
3. Undertake any other duties in support of ACF’s work as may reasonably be required.

**PERSON SPECIFICATION - Policy and Communications Officer**

| **Knowledge, skills and experience** | **Essential** | **Desirable** |
| --- | --- | --- |
| 1. AAT qualified or equivalent with at least 2 years’ experience in supporting a finance function
 | ✓ |  |
| 1. Experience of using and maintaining databases ensuring accurate data entry and data quality
 | ✓ |  |
| 1. A good working knowledge of MS Excel and MS Access and an ability to manipulate data
 |  ✓ |  |
| 1. Able to analyse and present information clearly and accurately in a variety of formats
 | ✓ |  |
| 1. A customer focused approach to working with colleagues and external contacts
 | ✓ |  |
| 1. Highly organised, efficient with good attention to detail
 | ✓ |  |
| 1. An interest in the voluntary and community sector
 | ✓ |  |
| 1. Experience of working for a membership organization
 |  | ✓ |
| 1. Experience of HR administration
 |  | ✓ |
| 1. Experience of using a CRM database
 |  | ✓ |
| 1. Familiarity with basic CMS and online marketing tools
 |  | ✓ |

| **Personal qualities and abilities** |  |  |
| --- | --- | --- |
| 1. Ability to deal in a helpful, friendly and professional style with people from a range of different backgrounds and levels of seniority, and with member organisations of varying sizes
 | ✓ |  |
| 1. Excellent team worker
 | ✓ |  |
| 1. Strong time management skills, with the ability to work well under pressure and to organise and co-ordinate work to meet deadlines
 | ✓ |  |
| 1. Highly motivated and enthusiastic
 | ✓ |  |
| 1. Well organised, with the ability to work well under pressure and meet deadlines and manage others to ensure that projects are delivered.
 | ✓ |  |
| 1. Commitment to implementing equality and diversity policies, empathy for and commitment to ACF’s aims and core values, and assisting ACF in delivering its commitment to being a more environmentally responsible organisation.
 | ✓ |  |
| 1. Highly developed sense of personal integrity, discretion and high standards.
 | ✓ |  |

**Association of Charitable Foundations - Application Form**

**RESOURCES OFFICER**

**Please complete this Application Form and Equal Opportunities Monitoring Form (delete the first seven pages of this document), and attach a CV outlining your career to date, plus any academic and professional qualifications.**

**The closing date is 10am, on 9th May 2016. Please send applications to** **acf@allysondavies-consultant.com**

**Interviews will be held on the afternoon of the 16th May at ACF’s offices.**

If you require any further information or you would like to discuss anything in more detail, please contact Allyson at the above contact details, or call 020 7828 3855 or 0796 855 6164.

Full Name:

Address:

Mobile Phone:

Home Phone:

Email:

How did you hear of this post:

Are you eligible to work in the UK?

# References

Please give details of two professional referees: your current or most recent, and a previous employer:

1. Name and professional relationship to you:

Tel:

Email:

OK to approach Yes/No

1. Name and professional relationship to you:

Tel:

Email:

OK to approach Yes/No

**Please give details of your current income and benefits details:**

Basic Annual Salary: Annual Leave:

Pension: Employer contribution: Employee contribution:

Any other benefits:

Notice required:

##### On no more than two pages, please state:

1) Why you would like to be the Resources Officer at ACF

2) Please outline the experience and skills you can bring to this role in relation to the following three elements of the person specification; supporting a finance function, maintaining a membership database and taking a customer focused approach to your work.

**DECLARATION**

I declare that the information that I have provided on this form is true and accurate, and in particular that I have not omitted any fact which may have a bearing on my application. I understand that any subsequent contract of employment with the ACF will be made on the basis of the information I have provided. I understand that a false declaration, which results in my appointment to ACF, will render me liable to dismissal without notice. I also understand that submitting this form electronically is equivalent to a signed declaration.

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_