



A warm welcome from Home-Start Greenwich

About Us

Home-Start Greenwich is an independent charity affiliated to Home-Start UK. We have been delivering in the Royal Borough of Greenwich for over 30 years!

We provide support to families and their children, around health, parenting and general well-being. We help families to access specialist services. We support parents as they grow in confidence, we help them to strengthen their relationships with their children and to widen their links with the local community.

Our staff and volunteers work hard to transform the life chances for children and families, as well as helping to provide welcoming, targeted and universal services to ensure the health and wellbeing of families and development of children.

We are committed to high quality staff and volunteer led activities, to deliver an exciting range of services that help parents to build better lives for their children.

What We Do

To achieve our vision, we provide the following services:

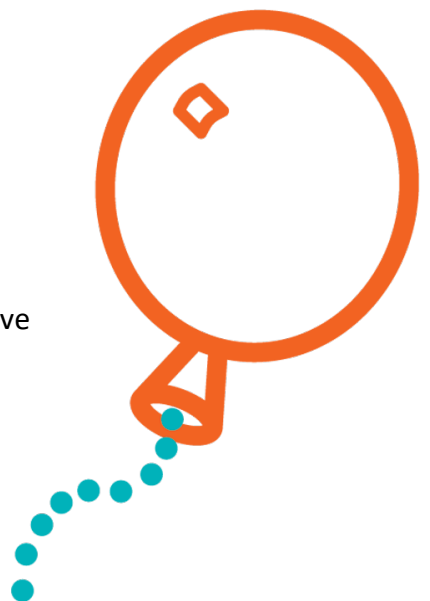
- 1:1 Home-Visiting Service, delivered by volunteers offering weekly support to families in their own homes and into the community.
- Good quality childcare and early education through the running of nursery provision.
- Family Groups – facilitated by our Family Group Facilitator for particularly vulnerable and isolated families.
- Embedded volunteering and workforce development opportunities across our organisation.
- Children’s Centre services, including a wide range of effective and creative services:
 - ❖ Employability & Training
 - Health & Social Care
 - Childcare
 - Food & Nutrition
 - ❖ Health & Well-being
 - ❖ Quality Play & Early Education Opportunities
 - ❖ Family Support
 - ❖ Quality Childcare

Our Mission Statement

Home-Start Greenwich exists to see a society in which every parent has the support they need to give their children the best possible start in life.

As a community network of trained volunteers and expert support, we are dedicated to the provision of inclusive services that enable confident and positive parenting and fulfil each family’s potential.

We are here for families when they need us most



because childhood doesn't wait

About The Role

Job title:	Finance Officer
Reporting to:	Finance Manager
Location:	Head Office, SE18
Staffing:	None
Hours:	Permanent, Part Time (21 hours per week, 52 weeks)
Salary:	£33,047.40 per annum pro rata
Closing Date:	Wednesday 12 th March at 5pm

Job Purpose

The prime purpose of this role is to support effective and efficient use of financial resources and systems across Home-Start Greenwich. Ensuring day to day accurate and efficient financial administration, monitoring, and reporting. This role will also be required to provide support to the Finance, Fundraising and Marketing sub-committee.

Key Accountabilities

- Responsible for all aspects of maintaining the purchase ledger. Duties include inputting of purchase ledger invoices, maintaining supplier accounts, staff expenses, PLEO and executing timely and accurate payment runs
- Responsible for maintaining aspects of the sales ledger. Ensuring authorisation and coding of invoices in line with company coding structure. Duties include AR invoicing, Debtor reporting
- Support Finance manager with the financial management of Plumstead Day nursery. Duties include monthly invoicing, direct debit processing, debtor reporting and assisting nursery manager on ad-hoc basis.
- Assist finance manager in producing regular budget monitoring reports and investigate variances to ensure delivery of our operations within agreed budgets.
- Support the Finance manager and Director of Operations with the production of statutory audited accounts and Audit related queries.
- Recording and reconciling petty cash and preparing postings to the finance system.
- Undertaking other finance administrative tasks and general support to the Finance Manager as required.
- Responsible for maintaining accurate and up-to-date financial accounting records in accordance with Home-Start Greenwich policies to facilitate timely management and statutory reporting, in accordance with accounting principles and best practice.
- Respond to ad hoc queries, and analysis as required

Experience and skills

- Qualified or part qualified AAT, CIMA, ACCA
- Experience of producing detailed financial and management reporting to highlight the current position and future risks
- Excellent computer literacy, including MS Office, Excel, Word, Outlook, Teams and Internet applications
- Advanced knowledge and experience of computerised financial accounting systems and spreadsheets – Xero desirable but not necessary
- Proven experience in working directly with Senior Leadership Teams and external Accountants
- Charity finance experience desirable

Benefits of working for Home-Start Greenwich (HSG)

Flexible / Hybrid Working	Tech Scheme	Cycle Scheme	50% Childcare Discount in HSG Settings
5% Employer Pension Contribution	Ongoing Training and Development	Employee Assistance Programme	High Street, Online Stores and Leisure Discount Cards

Inclusion Matters

Home-Start Greenwich is an equal opportunities employer and champion of Equality, Diversity & Inclusion. We recruit for the person most suited to the job and welcome applications from candidates of all backgrounds & sectors.

Candidates must be based in the UK, have fluent spoken and written English and the right to work in the UK. Special consideration given to local candidates based in Southeast London.

Flexible and hybrid working is considered for roles, however weekly attendance on site is required.

LET'S WORK TOGETHER

How To Apply

Thank you for your interest in this role. To apply, please send your CV and cover letter (no more than two pages) to:
HR@HOMESTARTGREENWICH.ORG.UK

Applications will be assessed and interviewed on a rolling basis. Home-Start Greenwich reserve the right to close applications for the role if the post is filled.

We look forward to receiving your application.

