



## Assistant Accountant (18M FTC)

APPLICANT INFORMATION PACK



[www.trussell.org.uk](http://www.trussell.org.uk)



## Welcome from Emma Revie, Chief Executive

Thank you for your interest in joining Trussell.

Last year, food banks in our network provided more than 2.1m parcels to people across the UK. This represents an increase of 14% compared to the same period in 2019/20. Over 830,000 of these went to children.

As the cost of living continues to soar, people who can least afford it, are feeling the impact the most. The work of our food bank network is inspiring, but it shouldn't be needed.

Our vision is for a future without the need for food banks. It's an ambitious goal, but we believe it's achievable. To get there, we need to work with governments at every level to ensure that our benefits system provides a genuine safety net for people and that everyone is paid a fair wage. Everyone should be able to thrive, not merely survive, because they don't have enough income to cover the essentials we all need.

Working for Trussell means you'll be making a real difference to the lives of people across the UK. To continue our vital work, and realise our vision, we rely on a team of dedicated people who share our goal. We hope you'll be part of that team!

Best wishes

**Emma Revie**  
Chief Executive





## What we Do

We support more than 1,300 local food banks across the UK, providing practical, community-led support for people facing hardship.

But emergency food isn't a long-term solution to hunger. People need food banks when they don't have enough money for essentials. It's not right that anyone needs a food bank to get by. That's why we campaign for change to end the need for food banks in the UK and work with communities across the UK to change the things that push people to need a food bank.

We bring together data and evidence from food banks and the people who need them across the UK, gathering powerful information on our society. Our research projects give the most in-depth picture of who needs a food bank and why, helping us co-create and advocate for solutions that will ensure all of us have enough money to cover our basic needs.

We believe that, in coming together, we will build a future where none of us need a food bank, because none of us will allow it. That's why we launched our five year [strategic plan](#). We know our goal to end the need for food banks is ambitious, but by working Together for Change, we believe it is achievable.

## Our values

Our values are the fundamental driving principles that underpin our work. Developed in consultation with food banks, our values encapsulate the spirit of what it means to be part of Trussell and our network.

Our values are:

**Compassion:** We stand in solidarity with people that need the help of food banks. We put the wellbeing of people served by food banks above everything else. We always uphold and protect their dignity.

**Justice:** We are motivated by a desire to see a more just society. It's not right that anyone is facing hunger and poverty. Everyone should have enough income to afford the essentials.

**Community:** We believe we share the responsibility to support one another in our communities. To create change, we must work together for a fairer society.

**Dignity:** We recognise the innate value of each individual person and seek to prioritise the other person's needs and concerns in the spirit of mutuality and friendship. Regardless of background.



## How we Work

Our team members are based in all four nations of the UK, supporting both our national work and food banks on a local level.

Our support for the food banks in our network, as well as our campaigning work is delivered through seven directorates, all of which report into our Chief Executive. These are:

- Corporate Service
- Network Operations
- Network Programmes and Innovation
- Participation
- People and Inclusion
- Policy, Research and Impact
- Public Engagement
- Strategic Communications

Whatever your skills or experience and wherever you are based in the UK, there could be a role for you at Trussell helping our work towards a future without the need for food banks.

## Our Pay & Benefits

Our people are the most important thing Trussell has. Without our staff, we couldn't achieve our goals and create change.

All of our roles undergo a Job Evaluation and Benchmarking programme which has resulted in the implementation of a robust methodology for evaluating and setting salaries.

As a result we now have established levels and spot rate salaries based upon the market rate for all our roles that are non-negotiable. Our pay principles are important to us, they are grounded in a transparent and competitive approach to pay.

The benefits package we offer supports our staff professionally and personally.

Benefits include matched pension contributions up to 8%, company sick pay package including income protection insurance, enhanced Family leave including maternity and paternity, flexible working, payroll giving, enhanced contractual leave including the option to buy and sell holiday once a year.





## Our Approaches

How we do something is as important as what we do. For that reason, we have developed a set of organisational approaches to describe how Trussell should work.

### Service

At Trussell, we seek to serve the work of the food bank network, listening attentively and seeking the good of our common mission rather than our own organisation.

### Collaboration

Wherever possible, we will collaborate with others to achieve our goals. This includes food banks in the network and people with direct experience of poverty, ensuring their effective involvement at every level of our activity.

These approaches should characterise all of our work, both with the food bank network and internally. They'll inform new ways of working at the organisation, and we'll make sure that we're continuously exploring, shaping, and living our values and approaches in our day-to-day work.

### Expertise

We will be the best that we can be in the things others rely on us to be expert about, being a powerful, clear voice for change in the policy and public sphere and sharing relevant insights and information with food banks.

### Transparency

We will be clear and open with information and plans, ensuring that our own integrity and authenticity build and maintain confidence among the wider public for the work of food banks.

# The Role



**Directorate:** Corporate Services

**Responsible to:** Finance Transaction Manager

**Hours:** Full Time (37.5 hours per week)

**Salary:** £39,088 per annum plus benefits

**Based:** Home based or Salisbury office with occasional travel to London including attendance to staff conferences, 121s and team away days

## Role outline and purpose

The Assistant Accountant role supports the Finance Transactions Manager leading the month end close process, posting journals, reconciling accounts, enhancing systems, processes and ad hoc project work, this role ensures we have timely, accurate financial information to support robust monthly reporting for both Trussell & associated entities. Utilising system knowledge, working with business systems across the organisation and reconciling back to the finance system to provide integrity to the accounts and enable comparative analysis across systems.

## Responsibilities

- **Management accounts** – lead the accounting and bookkeeping at month end, taking accountability for delivery against an agreed timetable. This will include reconciliation of accounts, preparing calculations, and journals to enable accurate and efficient financial reporting as well as leading on maintaining the accuracy and integrity of Group balance sheet accounts.
- **Reporting and Systems Enhancement** – Using wide-ranging excel skills to reconcile sizeable amounts of data such as CRM system to accounting software, accurately and to deadlines. Take a lead on business system integrations; such as the accounting system (currently XLedger) and SalesForce. Using your system knowledge to identify opportunities for integration, working with system suppliers, implement system and process improvements. Understanding and developing current high-volume journals to increase efficiency and accuracy.
- **Compliance support and solutions/query resolution** – Providing robust data to support the year-end and audit cycle and compliance team. Proactively contributing to a culture of resourcefulness, continuous improvement and best practice across the team supporting on other developmental projects across the wider finance team, and acting as a customer focused, solution-orientated member of the team.
- **Power user of accounting software** – learning and sharing this expertise with the wider organisation to improve user experience and processing efficiency.
- **Develop financial processes** – In a culture of continuous improvement and a changing environment ensure processes are up to date, efficient and mapped across systems. Proactively amending the processes as required and recommending process improvements.

# Person specification

## ***Technical Skills and minimum knowledge:***

- Part qualified (minimum level 3 ATT, or equivalent) or equivalent qualified by experience.
- Experience in a similar role, ideally working with large transactional volumes.
- Knowledge and experience of working with a variety of finance and CRM systems.
- Adept at working with Microsoft applications, in particular Excel.

## ***Behaviours and competencies:***

- Ability and keenness to work across different tasks as the organisation's needs determine.
- Has a clear idea of priorities and manages own time appropriately. Stakeholder oriented with a desire and enthusiasm to work with colleagues to achieve organisational objectives.
- Ability to work as an agile team, supporting one another and sharing tasks to provide support and cover.
- Demonstrate a commitment to the values of Trussell.
- Demonstrates empathy for people from disadvantaged, marginalised or socially- excluded backgrounds.

## ***Key Stakeholders***

- The wider finance team
- Trussell suppliers/donors/3<sup>rd</sup> party vendors





Trussell is a charity that works to end the need for food banks. It is founded on and shaped by Christian principles.

Our values of dignity, justice, compassion and community, are central to all that we do and therefore supports our aim to be an organisation where the diversity of all employees is valued. We welcome people of all faiths and none and those that are committed to these values.

We recognise that we have under-represented groups within our workforce. As part of our commitment to diversity and equality of opportunity we are actively encouraging applications from under-represented groups such as returning parents or carers who are re-entering work after a career break, people who are LGBTQIA+, from racially minoritised communities such as from Black, Asian and Minority Ethnic backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions and those with a lived experience of poverty as well as any other under-represented group in our workforce. We are committed to ensuring the safety and protection of our employees from all forms of harm.

## How to apply

If you feel you have the required passion, energy and enthusiasm to help us bring an end to poverty and hunger, then you're on your way to becoming part of something that will make a real difference to people's lives.

To apply for the role please go to our website to access our online application platform, Applied. This platform enables us to review your application anonymously to make our hiring decisions as diverse and impartial as possible.

You do not have to complete your application in one sitting, but you can save it and go back to it at any time before the closing date.

If you have questions about this position, please call 01722 580 180 or email [recruitment@trussell.org.uk](mailto:recruitment@trussell.org.uk).

[www.trussell.org.uk/jobs](http://www.trussell.org.uk/jobs)

