



**Financial Controller / Charity Secretary**

**Application Pack – March 2019**

## **About the City of Wells Almshouses (CWA)**

CWA is an important local charity located in the centre of Wells. We have been a community with a heart in the heart of the City for over 500 years and our buildings now form a significant part of its heritage.

The earliest of CWA's almshouses was founded in the fifteenth century through a legacy from the estate of the former Bishop of Bath and Wells and Treasurer to King Henry IV, Nicholas Bubwith. Bubwith's Almshouse is located next to St Cuthbert's Church and includes a chapel and Guild Room. Then, in the early eighteenth century an alderman of the city, Henry Llewellyn, provided a legacy to build a further series of almshouses on a separate site in Priest Row, to the north of St Cuthbert's Church. Yet more accommodation was provided through legacies left by Bishop Still and Bishop Willes and, in 1637, the Bubwith site was further expanded through a legacy from Walter Brick, a Burgess of the City. Originally separate charities, these historic almshouses are all now part of CWA. As well as providing architectural interest to the many visitors attending our open days the Almshouses also have beautiful, award winning gardens, which are tended by the residents and a small, but enthusiastic band of volunteers.

Today CWA offers its properties to people aged 50 years of age and over. The Trustees are dedicated to taking the Charity forward into the future and an important element of this is ensuring its financial viability and maintaining good Governance. Over recent years the buildings, which are Grade 2 or Grade 2\* listed, have been restored to high standards and, as far as possible, refurbished to provide modern warm and comfortable accommodation for the residents. Our residents hold a licence to live in their homes and pay a Weekly Maintenance Contribution (WMC), equivalent to a rent, and a service charge. The Charity employs a small part-time staff comprising the Chief Executive Officer; a Scheme Manager; a Financial Controller/Charity Secretary and a Handyman.

## **Financial Controller/Charity Secretary – Job Description**

**Responsible to: The Chief Executive Officer**

**Salary £28,00 - £32,000 per annum (pro rata based on 14 hours per week)**

Starting salary will depend on qualifications and relevant experience

The successful candidate will be based in the Charity's office in Wells and there will be some flexibility over the days worked during each week. The role will suit an applicant who can work on his or her own initiative and has the ability to set their own work priorities.

### **Primary Responsibilities of the postholder are to:**

- Ensure that all the accounting and financial procedures of CWA are carried out in a timely and accurate manner.
- Take responsibility for the accounts system to ensure payments; salaries; income; cash flow and investments are monitored, processed, accurate and up to date.
- Provide financial management information to the CEO and the Board.
- Ensure CWA complies with all statutory and regulatory requirements including those of the housing regulator (Homes England) and the Charity Commission.
- Prepare the annual accounts and liaising with the Charity's Independent Examiner.
- Ensure that all statutory returns and other documentation required by outside bodies are completed and submitted at the appropriate time.
- Ensure that CWA complies with legal requirements in respect of its staff; residents, Trustees and volunteers.
- Ensure CWA is kept up to date with legislative changes and statutory requirements.

## Key tasks:

### Financial / Regulatory & Legal:

- Preparation of the annual accounts and liaising with the Charity's Independent Examiner.
- Processing and payment of accounts: contractors' invoices; Purchase Orders; periodic payments; subscriptions; utility bills etc. using appropriate computer systems and online banking.
- Payment of staff salaries; pensions; expenses; NI and tax using the Real Time system.
- Preparation of the annual budget; the financial aspects of the annual Business Plan and the annual report in conjunction with the CEO and the Trustees.
- Preparation of management reports and financial information for the CEO and for the Trustees.
- Ensuring the Charity pays the correct rate of VAT on invoices and Careline monitoring.
- Review and determine any annual increase to the overall level of contributions paid by residents (WMC) in conjunction with the CEO and the Trustees.
- Monitor the payment of residents' Weekly Maintenance Contributions (WMC) and Housing Benefit or other contributions to ensure they are paid in a timely manner. Monitor any arrears and work, in liaison with the Scheme Manager and residents to clear any debts owing.
- Monitor receipt of income from land holdings when due and liaise with the Land Agent over any arrears accruing.
- Monitor and renew CWA insurances.
- Market test, from time to time, costs of utilities; insurances; professional fees and contracts entered into by CWA.
- Monitor bank and investment accounts and liaise with CWA's Investment Managers and bankers.
- Preparation of the papers for the Investment Sub-committee meetings and attend Board meetings.
- Initiate and/or process applications for and the securing of any grant funding from Homes England; Local Authorities or other sources.
- Be responsible for maintaining/balancing the Petty Cash book; Purchase Order Records.

### **Management / reporting:**

- Provide support to the Board by the production of papers; reports; Minutes and Agendas, as required by the CEO and the Trustees.
- Hold training sessions, applicable to the role, with new and existing Trustees. In particular monitor aspects of Governance and draft new procedures and undertake training.
- Maintain the Charities policies and procedures and ensure appropriate staff update them and Board approval is obtained.
- Ensure the Reserves Policy is maintained within the agreed limits and report the current situation to the Investment Sub-Committee.
- Take responsibility for IT security and quarterly backups.
- Produce documentation in respect of advertising; recruiting and employing CWA staff, ensuring the compliance of the Charity with current employment legislation, and including any checks that may be required when appointing staff, e.g. DBS checks.
- Prepare and submit returns as required to outside bodies, including: Homes England; The Charity Commission.
- Monitor and advise on the methods by which data is held/managed; ensuring these comply with the requirements of GDPR and other appropriate legislation.
- Ensure at all times that confidential and personal information is held securely.
- Liaise with CWA's solicitors and accountants as required by the CEO.

### **General:**

- Undertake any reasonable tasks as and when required by the Charity.
- Attend, on occasions, any Residents' meetings or scheme events, (which may be out of hours).
- Take responsibility for the archiving of CWA's records; disposal of confidential material and to liaise with the Cathedral Archivist over material to be preserved.
- Maintain the Website, update social media and draft the quarterly newsletter.
- Take advantage of any opportunities to promote CWA's work.

## What qualities, experience and skills does the post require?

### Person Specification

Essential	Desirable
<ul style="list-style-type: none"> <li>▪ A qualified accountant</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience gained in a Charity or social housing related environment</li> </ul>
<ul style="list-style-type: none"> <li>▪ Experience in managing payroll</li> </ul>	<ul style="list-style-type: none"> <li>▪ Familiarity with the responsibilities of charitable organisations</li> </ul>
<ul style="list-style-type: none"> <li>▪ Good communication skills and a team player</li> </ul>	<ul style="list-style-type: none"> <li>▪ Awareness of regulatory/legal framework, gained preferably in a charitable organisation</li> </ul>
<ul style="list-style-type: none"> <li>▪ Excellent IT skills and experience of using accountancy software</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understanding of accounting for investments</li> </ul>
<ul style="list-style-type: none"> <li>▪ Ability to write reports; maintain records; email etc. and to produce monthly management reports</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working with older people</li> </ul>
<ul style="list-style-type: none"> <li>▪ Excellent organisational/time management and administrative skills</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Ability to prioritise work and produce documentation to deadlines</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Flexible and prepared to work as part of a team in a small office environment</li> </ul>	

### How to apply:

- Complete the application form (note: we will not accept a CV without the application form contained in this pack).
- Attach your CV if you wish – please ensure it is current and relevant to this post.
- Complete the personal statement at the end of the form – this is your

opportunity to say why you want the job, what you think you can bring to the Charity and how your qualifications and experience make you suitable applicant.

**Please send your completed application, preferably by email, to the CEO, Althea Howarth, the Chief Executive at by the closing date of Thursday 18 April 2019:**

**ceo@wellsalmshouses.org.uk**

If you prefer to submit your application in hard copy please do so by sending it to:

The Chief Executive Officer  
City of Wells Almshouses  
4 Bubwith Almshouses  
WELLS  
Somerset  
BA5 2QE

Please mark your envelope **Private and Confidential**

More information about the City of Wells Almshouses can be found on our website:  
[www.wellsalmshouses.org.uk](http://www.wellsalmshouses.org.uk)

**Interviews will take place during the week commencing Monday 29 April 2019.**