



Kingston Carers'  
Network

A Network Partner of  
**CARERS  
TRUST**

**KINGSTON CARERS' NETWORK**  
*Improving the lives of carers in Kingston*

# We are recruiting. **FINANCE OFFICER**



**Carers deserve to be identified valued and celebrated for what they do and it is our purpose to support them.**



## **FINANCE OFFICER**

**Closing date:** 12.00pm, Sunday 12th November 2023. We may close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

**Interviews:** Ongoing

**Duration:** Permanent.

**Location:** 418 Ewell Road, Tolworth, KT6 7HF. Hybrid working will be considered.

**Working hours:** 14 hours per week to be worked flexibly.

**Salary:** £13,111 including London Weighting. Salary reviewed in December 2023

**Holiday entitlement:** 25 days per annum plus statutory holidays pro rata

**Responsible to:** Chief Executive, Treasurer and Board of Trustees

### **About Kingston Carers' Network (KCN):**

Kingston Carers' Network (KCN) is a local registered charity, providing independent information, advice, advocacy and support to people who care for someone living in the Royal Borough of Kingston upon Thames. We support over 3,600 adult carers and nearly 800 young carers.

We are also committed to ensuring that carers have a stronger voice, and so we offer a range of opportunities for carers to have a say in the way health, social care and carers' services are run in the borough.

We represent our carers' views across the borough to ensure that local decision-makers fully consider the needs of carers.

# HEAR FROM OUR CARERS

My Daddy cannot see  
So he can easily be stung by a bee  
I like to help him do small things  
Like stopping the bus and reading him the  
book Fing  
Even though being blind is not fair  
It makes me happy to show him that I care

*Young carer, aged 5*

I continue to support my daughter. She herself has become a carer for her boyfriend who has become part of our family. I now have a dual role, I care for and peer support my daughter as a mental health survivor and I also use my carer experience to mentor her in her caring role.

It makes me very proud that I can pass on the kindness and understanding that helped me to support her look after someone else. It's not just that KCN improved my life as a carer. I would say KCN saved my life and enabled me to save the lives of my daughter, her boyfriend and our whole family. I feel so grateful and passionate about this that I have become an advocate for mental health survivors, their carers and neurodivergent people in crisis so that I can reflect back something of what I received.



# OUR VISION, MISSION AND VALUES

**KCN's vision is to improve the lives of unpaid carers in Kingston.**

Our mission is to support all carers by delivering a comprehensive and holistic range of services to reflect diverse and individual needs. We are carer led and will ensure carers are respected, valued, and recognised as experts in the care of the person they support.

These services include: information, advice and advocacy, emotional support and counselling, one-to-one mentoring, wellbeing programmes, peer support groups and respite activities. We seek to increase both identification of carers and recognition of the enormous value they provide.

## KCN's Key Values

**Independence.** We are not part of a wider agency, statutory service or 'government' body;

**A customised, needs-based approach.** We treat all carers as individuals, within their specific caring contexts;

**Advocacy.** We speak up – and speak out – on behalf of carers;

**Perseverance.** We do not give up until carers' needs have been addressed;

**Quality of service.** We offer the uncompromising expertise that only a specialist carer service can provide.





# WHAT YOU'LL BE DOING

You will be a key part of the central team at Kingston Carers' Network.

- Track and maintain records of all income received and costs incurred (invoices, expenses, direct debits, standing orders) by the organisation.
- Ensure all transactions are entered onto Sage accurately and in a timely manner.
- Manage bank accounts and ensure all payments and receipts are fully accounted for and that proper controls are in place.
- Provide necessary information to service provider to ensure an accurate payroll is run each month, and that all staff, tax, NI, and pension payments are made on time.
- Maintain key accounting spreadsheets to manage accounts entries (mainly income and payroll).
- Maintain Finance sharepoint site as source of key finance information.
- Support monthly reporting and year end Financial Statements process (NB these activities are led by the KCN Treasurer)
- Support staff to prepare reports for funders
- Manage ad hoc information requests from staff on financial matters.
- To carry out any other duties appropriate to the role.

The duties of this post will change and develop over time. The post holder will be expected to monitor such developments and propose appropriate changes in the job description to the CEO of Kingston Carers' Network.

# WHAT YOU'LL NEED TO DEMONSTRATE

- Experience of managing income and expenditure processes in a small or medium sized organisation.
- Experience of charity accounting is desirable but not essential.
- Experience of using Sage or similar accounting software is an advantage.
- Accuracy and an attention to detail.
- Knowledge and experience of managing key financial controls in a small or medium sized organisation.
- Good time management skills and an ability to prioritise workload.
- Understanding of issues of confidentiality.
- Commitment to equal opportunities.
- An ability to work as part of a team.
- Computer literate– this is a self-servicing post.

# WHAT WE CAN OFFER YOU

## **Community**

- Staff away days
- In person social activities
- Staff membership to Gympass

## **Family**

- Our policies include compassionate, dependents, carers and bereavement leave that support the lives of staff who have additional commitments.
- Many of our staff and trustees have experience of caring and we are a carer friendly organisation.

## **Holidays**

- 25 days annual leave per annum plus statutory holidays – pro-rata.
- Bonus Christmas Leave
- Annual leave allowance runs from 1st April to 31st March.

## **Flexible working**

- We operate flexible working practices which include working from home, varying start and end times of the working day and compressed hours.
- Staff are expected to record their working hours on a timesheet and will accrue time off in lieu for any hours worked over their contracted hours.

## **Pay and pension**

- You'll be eligible and auto-enrolled into a pension scheme with Scottish Widows. We offer a 4% matched pension contribution after successful completion of three month probationary period.

## **Learning and development**

- A key part of our strategy is to continue to develop and enhance the knowledge and learning experience of our staff.
- Staff have regular supervision which can include a personal support plan. The wellbeing of staff is paramount.

## **Travel Expenses**

- Reimbursement of travel expenses on public transport incurred in the performance of official duties, or a mileage allowance for staff members using their own cars.



# KEY POLICIES

## **Confidentiality**

Employees are bound by the KCN Confidentiality and Data Protection Policy, and are required to observe all the relevant provisions regarding the recording and / or disclosure of information on anyone they may be supporting.

## **Data Protection**

Employees are required to observe the provisions of the Data Protection Act 2018 and any subsequent revisions.

## **Equality and Diversity**

KCN is committed to providing services without discrimination to those who are entitled to them, regardless of race, colour, gender, sexual orientation or age, and its workers are expected to strive to conform to this goal.

## **Health And Safety**

Employees are expected to contribute to Health and Safety in the workplace by taking all requisite actions to minimise risks.

# HOW TO APPLY

Download an application form from [www.kingstoncarers.org.uk](http://www.kingstoncarers.org.uk). Send completed application forms to [admin@kingstoncarers.org.uk](mailto:admin@kingstoncarers.org.uk).

All applications received will be acknowledged but we are unable to notify applicants that are not invited to interview.

**This post is subject to a basic DBS check.**