

Information for Applicants

People First is an independent customer-led charitable organisation that has worked in Cumbria for almost 30 years. We have a deep understanding of our communities and the unique challenges of this area. We provide a wide range of support and information services across Cumbria and more recently Lancashire, aimed at helping people to live informed, respected, healthy and fulfilled lives.

Our Head office is based in Carlisle, supported by offices in Workington, Barrow and Lancashire. This post will ideally be based in our Carlisle office, however, Workington is negotiable.

The Person

An opportunity has arisen for an experienced finance and payroll officer to join an expanding charitable organisation at an exciting time of growth and development. We are seeking a candidate who has a working knowledge of Sage Accounts/Sage Payroll and who has experience in running payroll single-handedly. Working closely with the management accountant, HR function and as part of the wider business development team, the organisation offers a friendly working environment.

Duties will include:

- Processing payroll and pensions for around 60 staff
- Processing sales invoices
- Purchase ledger
- Banking & BACS payments
- Raising POs and checking against purchase invoices
- Reconciling purchase statements
- Bank and credit card reconciliations
- Processing petty cash and expenses
- HR duties including staff holiday and sickness
- Credit control
- General Administration
- Any other duties deemed appropriate and requested by the line manager

The Appointment

Applications should include:

- a CV
- Supporting Cover letter which should be no longer than 2 sides of A4

People First is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children young people and vulnerable adults and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo a DBS check and any other safeguarding checks as appropriate to the post. The appointment will be subject to the satisfactory outcome of these checks.

One referee should be the applicant's current or most recent employer. Please note that references will not be accepted from relatives or from people writing solely in the capacity of friends. References will be sought on the successful candidate following the interview process however; we may approach previous employers for information to verify particular experience or qualifications, prior to interview. The appointment will be subject to the receipt of satisfactory references.

All candidates invited to interview must bring documents confirming any educational and professional qualifications referred to in their application form. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

Where the successful candidate has worked or been resident overseas in the past five years, we will carry out such checks and confirmations as may be required in accordance with statutory guidelines.

All candidates invited to interview must also bring with them:

- A current passport (if you do not hold a current passport, or you do not hold a British passport, then further evidence will be required as proof of the right to work in the UK)
- Driving Licence – photocard
- Official documentation evidencing your current address (e.g. utility bill, bank statement)
- Where appropriate, any documentation evidencing a change of name (e.g. marriage certificate)

All applications should be clearly marked:

Confidential – Finance and Payroll Officer

And emailed to recruitment@peoplefirstcumbria.co.uk for the attention of Mr Barry Munro-Berry

or by post to:

Mr Barry Munro-Berry, People First, Best Life Building, 4-8 Oxford Street, Workington, CA14 2AH

To arrive no later than 9am on Thursday 7th February 2019