



Bookkeeper
Application Pack
September 2022



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Dear Applicant

Thank you for showing an interest in working for Emmaus Hastings & Rother. We are looking for a part time Bookkeeper to join our team.

This post is responsible for supporting the day to day running of the Emmaus Hastings & Rother Community, specifically relating to financial and a range of administrative matters.

If you have excellent communication skills, are willing and open to work in an environment supporting people with complex needs and have a positive “can do” attitude we would love to hear from you. You will be joining a friendly and enthusiastic team who are passionate about what they do and a charity at an exciting point of its development.

To apply please send your CV together with a supporting statement showing how you meet the personal specification and the completed additional details form by the closing date of 10/10/2022.

If you would like to arrange an informal discussion about the role, please email zach.hurst@emmaus.org.uk

Best regards,

Zach Hurst

Community Manager – Emmaus Hastings & Rother

About Emmaus

Our vision: A world in which everyone has a home and a sense of belonging

Emmaus is a homelessness charity with a difference. We don't just give people a bed for the night; we offer a home, meaningful work and a sense of belonging.

For many people who have experienced homelessness, losing their self-esteem can be the most damaging part of their experience. Being on your own, with no support around you, can be soul destroying, leaving you feeling worthless.

Finding your way out of that situation isn't easy, particularly when the only options available are temporary fixes, offering a bed for the night but little to occupy your days.

Emmaus is different because it provides a home for as long as someone needs it, in an Emmaus community. This gives people the opportunity to take stock of their lives, deal with any issues they might have, and often re-establish relationships with loved ones.

"Companion" is the name given to those who live in an Emmaus community and work in the social enterprise, where they support themselves and one another. There are currently over 800 companions living at 30 Emmaus communities across the UK.

Rather than relying on benefits, Emmaus uses social enterprise to generate revenue that pays for companions' home, food and upkeep, as well as providing a small weekly allowance. This is key to restoring feelings of self-worth, showing companions that their actions make a real difference, both to their own life, and the lives of others.

How it works

Unlike a lot of provision for homeless people, Emmaus communities offer a home for as long as someone needs it. This includes a room of their own, food, clothing and a small weekly allowance.

In return, we ask

:

- that companions work for 40 hours per week, or give as much time as they are able, in the community's social enterprise;
- that they behave in a respectful way towards one another;
- that no alcohol or illegal drugs are used on the premises;
- that they sign off all benefits, with the exception of housing benefit.

About Emmaus Hastings & Rother

The group that became Emmaus Hastings & Rother was formed in 2005 with the support of the existing Emmaus Brighton & Hove community. In 2009 we purchased our site on the northern edge of Hastings and opened our social enterprise business, based on the Emmaus model for the collection, refurbishment and resale of donated furniture and household goods. Originally run by volunteers, the business is now run by staff, companions and volunteers and includes a second shop in Bexhill. With a turnover approaching £300k pa, as well as providing work for our companions, the business is the basis for the community's target of financial self-sufficiency.

Planning consent for development of the site, including construction of the accommodation for a 23-member community was obtained ahead of purchase. We opened the first phase of the accommodation block, housing nine companions and a staff flat, in July 2011 making Hastings & Rother the 21st Emmaus Community in the UK. A year later we added six more rooms taking capacity to 15 and in the summer of 2014 opened the third phase, adding the final eight rooms to bring the community to its design size of 23. In 2021 we celebrated our tenth anniversary as a community.

During the lockdown periods of recent years, community members invested time into renovating and updating the site. Experience at other communities and through the lockdowns point to an expansion of online sales and increased recovery of gift-aid on donated furniture & other goods as areas with the potential for significant growth, but at Whitworth Road we also have the unique opportunity that will come with the opening of the much-delayed Queensway Gateway road, which will convert us from being hidden at the end of a cul-de-sac to being on a busy traffic route.

Job Description

Job title:	Bookkeeper
Reports to:	Community Manager
Location:	Hastings
Date:	October 2022, subject to notice requirements
Hours of work	22.5 hours p/w Monday - Friday

Overall Purpose of the Job

To maintain and develop financial and office systems. To be responsible for the quarterly management accounts and reporting to the Board. To be responsible for all the bookkeeping systems, petty cash, cashing up, banking and oversight of the budget as well as some administrative tasks such as maintaining office supplies, general correspondence and managing the incoming mail.

Main Duties and Responsibilities

- To observe best practice when communicating with Companions regarding purchases and administrative concerns.
- To manage all Companion allowances and leaving monies.
- To manage the till systems effectively and ensure banking is carried out in accordance with our policy.
- To maintain the financial records on Quickbooks normally on a weekly basis with basic quarterly reconciliations.
- To record separately income and expenditure and progress on grant funded projects.
- To prepare and submit quarterly VAT returns.
- To ensure all Gift Aid is processed correctly.
- To manage internet, cheque and credit card payments.
- To maintain the Fixed Assets Register.
- To be the point of contact with Emmaus UK on financial matters
- To carry out ad hoc minute taking.
- To carry out general administrative duties as requested by the Community Manager.
- To be flexible and willing to carry out any reasonable additional duties needed to assist the community and business operations, including participation in team meetings.
- To understand and work in accordance with the principles of Emmaus International and uphold its values and ethos.



Bookkeeper Personal Specification

- Educated to GCSE level or equivalent, desirable to have passes in English and Maths.
- At least 3 years' experience working as a bookkeeper.
- Good knowledge of online accounting systems.
- Excellent customer service skills.
- Experience of office management.
- Able to maintain and develop financial and administrative systems with ease.

Personal Characteristics

- Organised and punctual.
- Calm and compassionate.
- Recognise, respond and adapt readily and appropriately to change.
- Flexible and adaptable to meet the needs of the community and business.
- Has an understanding of and belief in equality.
- Effective communication skills - including written, verbal, listening skills.
- Enthusiastic with a 'can do' attitude.
- Has an understanding of and empathy for in the work of Emmaus, and an ability to uphold Emmaus's values.
- Ability to maintain professional boundaries.

Other Core Competencies

- Speak to people in a positive way, to make sure messages are easily understood and people are valued and respected.
- Accept challenges and constructive criticism gracefully, with humility and emotional intelligence.
- Look for solutions to problems and take ownership to ensure they are resolved.
- Demonstrate integrity, accountability and transparency.
- Take the initiative and not wait for things to happen.
- Deal effectively with multiple priorities.



Terms and Conditions of Employment

- Salary of £20,000 - £27,000 pro rata depending on experience.
- Working Hours – 22.5 hours per week including some hours on-site on Mondays and other hours as agreed.
- Flexible Working – options available within the above.
- Annual Leave – 25 days per annum plus public holidays, pro rata.
- Pension – Stakeholder pension.
- Employee Assistance – a 24/7 employee assistance scheme is available.

To Apply

To apply please send a covering letter or email together with your CV and a one-page explanation of how you meet the personal specification and the completed additional details form to Zach Hurst by the closing date of 10/10/2022.

Applications may be sent by email to zach.hurst@emmaus.org.uk or by post to Zach Hurst, Community Manager, Emmaus Hastings & Rother, 2 Whitworth Road, St Leonards-on-Sea, TN37 7PZ.

Those shortlisted will be invited to interviews to be held on 14/10/22.

Safeguarding and Right of Work in the UK

The role will involve working with companions and in the community, and therefore the role will need to have a Disclosure and Barring Service (DBS) check carried out. This is to check criminal records and that the person is not barred from working with 'adults at risk'. Some companions can be classed as adults at risk. An adult at risk is anyone that has one or more of the following:

- Does not understand certain decisions or transactions
- Are unaware of their rights or how to complain
- Have communication difficulties
- Have limited life experiences
- Are socially isolated
- Have low self esteem
- Are dependent on others for their basic needs

The additional details form is needed to check any previous convictions. After interviews, the successful candidate will need to provide evidence of right to work in the UK and complete a DBS check.



How we store and use your personal information

Your CV and other information will be stored in a password protected folder throughout the recruitment process. It will be stored for six months, to enable equality monitoring and also to enable us to contact you in the future should any other suitable posts become available. However, if at any time you wish us to delete your information, then please do not hesitate to contact us and it will be destroyed.

Only your CV will be passed to other members of the interview panel but before it is provided, the following personal details will be removed:

- Name
- Address
- Age
- Marital Status

This is to protect your personal information but also to enable us to shortlist 'blind', so that we are fair and equitable and to encourage a diverse workforce.