

**Finance Officer**

**part-time**

**(one day a week)**

**Recruitment pack**

April 2025



# 1. Our organisation

It's an exciting time to be joining our team. Set up in 2013 Healthwatch Islington has gone from strength to strength, winning local and national awards for the work we deliver. We've developed impactful partnerships with voluntary and statutory sector colleagues and influenced health and social care including improved outdoor spaces in care homes, raising the profile of communication needs including interpreting, simplified contacting social workers, supported hundreds of residents to get digital skills and access to reliable online health care information, helped increase uptake of cancer screening services, and improved the way that health checks are delivered to patients with long-term conditions. You can see more about our latest achievements in our Annual Report: <https://www.healthwatchislington.co.uk/report/2024-07-10/our-annual-report-2023-2024>

In September 2024 we moved to new offices in Angel, Islington (Claremont, White Lion Street) which gives us more space and will allow new partnerships to flourish.

## Key projects

Healthwatch Islington develops our work plan based on feedback we're hearing from our communities and upcoming opportunities for influence with the health and care systems we seek to influence. Our current areas of focus include access to primary care, experiences of social care, early intervention and prevention within mental health, raising awareness of heart health, cancer screening and childhood immunisations. We are committed to engaging more men, and young people in our work.

We provide local residents with information about local services and their rights to access those. Over 95% find that information helpful and over 90% are able to act on that information. During the height of the pandemic we ran vital workshops on how to stay healthy, and at the start of the vaccine roll-out co-produced a factsheet that has been used by statutory and community partners to combat widespread misinformation.

We are a small organisation, but we are ambitious about reaching the residents who are least likely to have a voice. We set up and lead a partnership of minority-led organisations and partners say that by working together we have made an impact for the communities they work with. <https://www.healthwatchislington.co.uk/our-partners>

We are part of a national network of Healthwatch organisations. Our Islington Theory of Change for measuring impact informed the national model. Staff and volunteers report feeling valued and we are led by an effective and supportive Board including members with lived experience of health and care services.

## Our vision and values

Healthwatch Islington is working for improved health and social care outcomes for local residents.

We collect knowledge that reflects the diversity of needs and experiences within the borough and encourage people to feedback their honest views on services; use the evidence we gather to influence service delivery, provision and commissioning for the benefit of local people to improve their experience; reach out to and empower our local community to be informed about and involved in local services and exercise choice in taking up services; support the independent assessment and audit of local services.

**We will work in ways which are:**

- **Inclusive:** encouraging participation from people across the borough,
- **Influential:** using evidence from our community and knowledge of key policy to inform commissioning and delivery of services,
- **Responsive:** rooted in empathy and compassion, and up-to-date with policy so that our work is relevant,
- **Collaborative:** working with others to maximise the impact of our work.

## 2. Healthwatch Islington's Staff Team

Healthwatch Islington currently has eleven members of staff. Our Volunteer Manager, supports our research and volunteers. Our Communications and Impact Manager helps us record and report our achievements and activities. Our Partnerships and Engagement Manager co-ordinates our partnership work with local community organisations and oversees our Information and Advice service and our Mental Health Partnerships team. Our Chief Executive oversees the work of the team and is the link between the staff and our Board of trustees.

Healthwatch Islington is a small, but effective and friendly team. Our staff and volunteers say that they feel valued and that they feel that they are making a difference for local people. If this appeals to you, then why not apply. You must answer all the points in the person specification, so if you don't have experience of using a particular skill in a work environment, you can use examples from elsewhere.

## 3. The role

Finance Officer Role Description

Permanent contract

April 2025

Responsible to: Chief Executive

Terms and conditions: Part-time, 1 day a week (7 hours) in the office, pro-rated salary £6,784.80 per year with 5 days annual leave and 5% pension contribution. (Full time equivalent salary £33,924).

### Primary Job Function

The Finance Officer will be responsible for maintaining accurate financial records and supporting financial planning and reporting. This role is critical in ensuring smooth financial operations and regulatory compliance for the organisation.

### Key Responsibilities:

#### Financial Record-Keeping

- Manage income and expenditure accounts.
- Track program-specific expenses.
- Manage restricted and unrestricted funds.
- Conduct accounting reconciliations.
- Lead the review and improvement of financial procedures.

#### Accounts Payable & Receivable

- Process invoices for vendors and service providers.
- Raise sales invoices and monitor receipt of funds.
- Manage payments and issue receipts.
- Respond to queries from suppliers and colleagues.

#### Payroll & Tax Compliance

- Assist external provider with monthly payroll and pension processing, including new starters, leavers, and salary adjustments.
- Liaise with external accountants to manage tax filings

**Financial Reporting & Compliance:**

- Work with the Treasurer and CEO to prepare quarterly financial reports for board meetings and ad- hoc reports for funding providers.
- Assist with audits (if required) and ensure regulatory compliance.
- Support the preparation of reports for grant applications and funding proposals.

**Operational Support:**

- Assist in budget planning for HWI operations.
- Track and categorize income and expenditure.
- Collaborate with staff to support budget management.

**Person Specification**

The person specification is a picture of the skills, knowledge and experience required to carry out the job. It has been used to draw up the advert for the job and will be used in the shortlisting and interview process for this post. You should demonstrate on your application form how you meet the following criteria.

**Essential:**

- Proven experience in financial management, preferably within the nonprofit sector.
- Strong knowledge of accounting principles and nonprofit financial regulations.
- Proficiency in accounting software (we currently use Xero) and Microsoft Excel.
- Ability to manage multiple tasks and meet deadlines.
- Strong attention to detail and problem-solving skills.
- Excellent communication and interpersonal skills.

**Additional:**

- At all times carrying out responsibilities/duties within the framework of Healthwatch Islington's policies and procedures.
- Ensure that duties are undertaken with due regard and compliance with relevant legislation, in particular Data Protection, Health and Safety and Equality legislation.



- To carry out additional tasks that may be required from time to time to achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed with the line manager.
- To undertake relevant training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- The post holder is expected to be committed to Healthwatch Islington's core values and to demonstrate this commitment in the way they carry out their duties.

## 4. The recruitment process

Interested parties will need to complete an application form outlining their experience and **how they meet the criteria in the person specification**. You will need to answer each criteria. If you don't have relevant experience from work, you can include experience from volunteering, studying etc or include an example of what you would do to meet this criteria. Missing out criteria means you will score '0' against the criteria.

Applicants should send a completed application to [luke@healthwatchislington.co.uk](mailto:luke@healthwatchislington.co.uk) by **9am on Friday 2 May. Late applications will not be considered.**

You can send your completed Equality Monitoring Form separately to [info@healthwatchislington.co.uk](mailto:info@healthwatchislington.co.uk). This information will be treated as confidential and will not be used as part of our assessment process but will help us analyse our processes.

**Interviews are provisionally scheduled to take place during the week commencing 12 May 2025.** Decisions will be made the following week and all interviewed candidates will be notified.

**Access Requirements for the interview:** If you have a disability or health condition that means you need us to make any adjustments to the interview process, please let us know and we will do our best to accommodate these. This will not affect your application.

You can call Laura, our Chief Executive on **07984 445668** to find out more about the role.