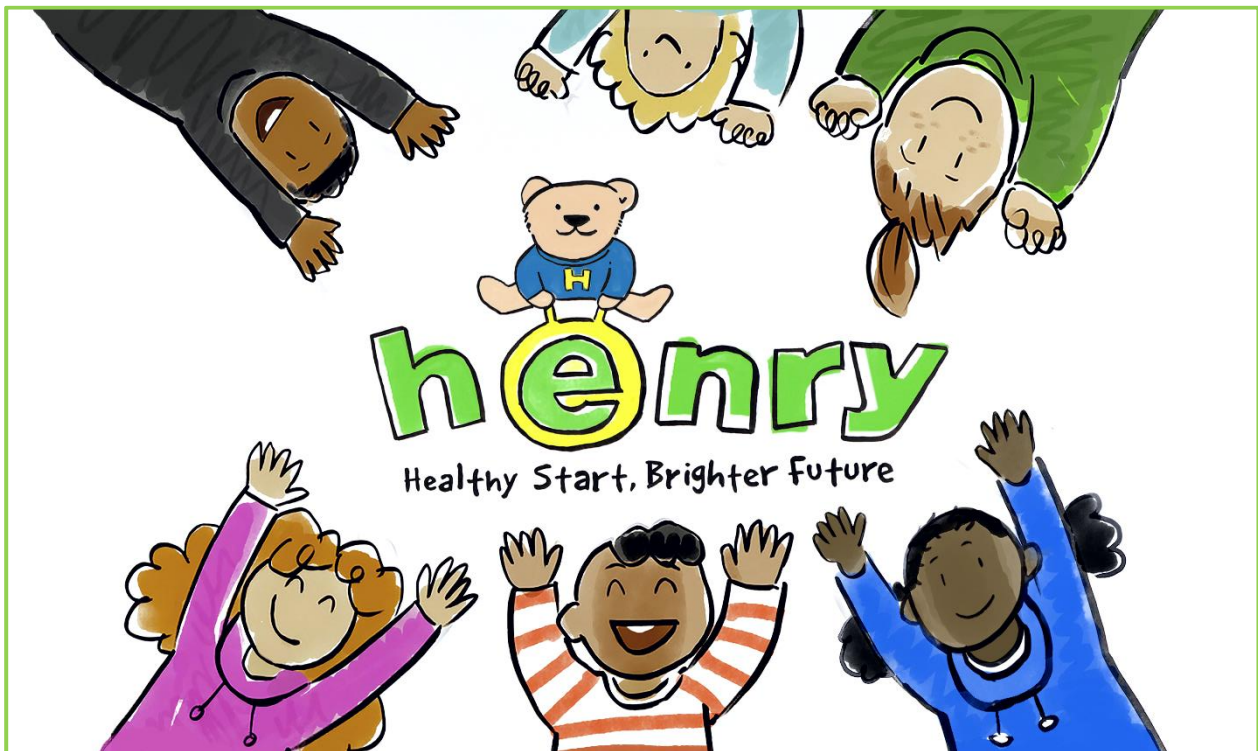


# Temporary Finance and Administration Assistant

## Application Pack



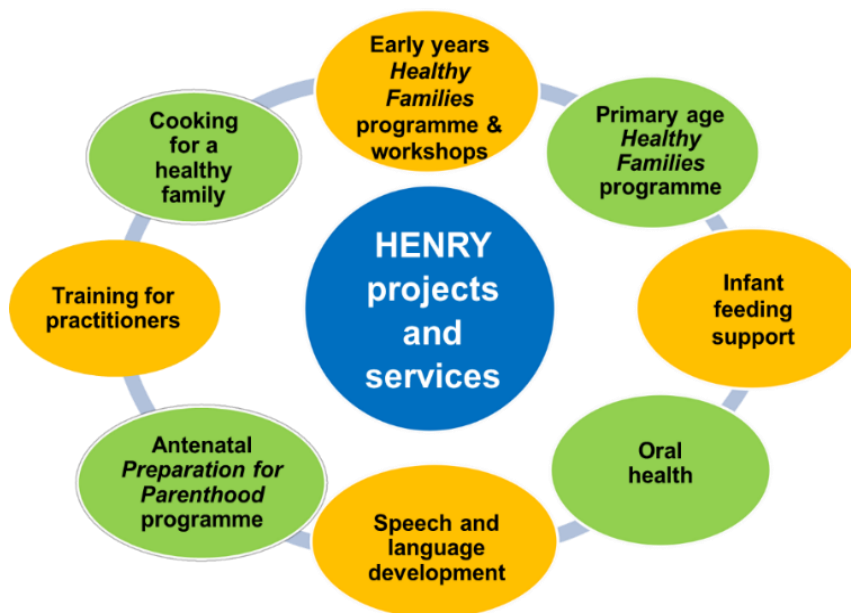
## About HENRY

Childhood experiences last a lifetime - so every child deserves the best possible start in life. And although parents want a happy healthy future for their children, family life isn't always easy. Our mission is to support a healthy, happy start for children and lay the foundations for a brighter future – by making sure families get the support they need.

Watch our brief [animated explainer video](#) to find out how.

*I'm now the Mum  
my child deserves*

## Our service offer



Founded in 2009, HENRY is now the leading national provider of evidence-based services to support a healthy start. We are currently working in partnership with NHS trusts, public health teams, children's services and other partners in over 50 local authorities across the UK. Thousands of families benefit from HENRY support every year.

We support parents to transform family life for the better in all sorts of ways – including emotional wellbeing, family relationships, parenting skills, infant feeding, the home learning environment, improved nutrition and getting more active.



## Our values

HENRY aspires to be a values-led organisation. All of our work with families, partners and HENRY colleagues is underpinned by the following explicit values:

- **Partnership:** parents are the experts in their own family so we start with their experience and support them to make changes that they believe will lead to a healthier and happier life.
- **Strengths-based:** we acknowledge and build on all the things that are going well, fostering hope and self-belief.
- **Person-centred:** families face different challenges - we get alongside families and listen, building a relationship based on trust and empathy.
- **Respect:** we value families for who they are and seek to understand rather than judge.
- **Inclusive:** we find out about the difficulties that some families face in accessing support and work proactively to overcome barriers.
- **Excellence:** we strive to provide families with high quality and effective support; we value learning about what doesn't work as well as what does, approaching new ideas with an attitude of curiosity and using reflective practice, evidence and feedback to improve our services.



## Our impact: making a difference to the lives of children and their families

Our [10-year impact report](#) tells the HENRY story through the voices of families, volunteers and local practitioners – as well as bring to life many of the collective changes that children and families have achieved.

*I started a programme and ended up with a new life*



Every day, we are helping some of the UK's most vulnerable and deprived families provide a great start for their children, so they flourish throughout childhood and beyond.

*It was one of the best decisions in my life to attend the HENRY programme. Before, as a single mum (with no relatives in UK), I was full of doubts how to raise my child. Now I am a confident parent who knows what is best, both for me and my child.*

*I had to realise that everything depends on us, parents. Happy mum, happy child. Before the programme, I was not sleeping enough, no exercising, I was eating junk food, I was frustrated.*

*During the programme, I introduced new habits, such as sleeping more, eating fruits and vegetables every day, looking at the food labels before buying anything, introducing new foods, exercising more, tidying the flat, giving choices to my baby girl, reading to her more.*

*It also gave me the opportunity to meet other parents, and to avoid depression. I really enjoyed that somebody is taking care of me. We got flowers, candles to chill and relax at home. I learned that "me time" is very important, not just for me but for my baby as well.*

*We got free vitamins, balls, books (what my baby girl loves so much that there is no day without reading the Henry Bear story to her).*

**Hackney parent**

## Our team of staff and volunteers

HENRY currently employs 94 staff and sessional workers. About a quarter of staff are based at our national support office near Oxford, with the majority of staff based locally (Hackney and City of London, Waltham Forest, Southend, Hertfordshire, Bradford and Blackpool), delivering services and projects.

In addition to our employed staff team, freelance trainers, sessional facilitators and volunteers also play a crucial part in delivering HENRY services.

HENRY's supportive ethos and high levels of staff satisfaction and commitment are evident in our annual staff surveys. 100% of staff tell us they are proud to work for HENRY and 98% report that staff morale is good or very good.

Organisational structure included separately alongside this application pack.

## Our future

This is an exciting time to be joining HENRY. Our charity has continued to grow at a rapid rate across every year – almost 40% over 3 years – and we are projecting further growth in 22/23.

Uptake of HENRY is widespread across the UK - parent, practitioner and commissioner feedback testifies to the value and impact of HENRY, as does our growing [evidence base](#). Following a successful feasibility study, the National Institute of Health Research is now funding a full randomised control trial of HENRY.

We have developed new programmes during pregnancy, the primary years and, most recently, for teenagers. The coronavirus pandemic has impacted face-to-face delivery and accelerated our plans for digitalisation, with all our family support and training activities now adapted for online delivery as well as face-to-face. This has provided greater choice for families, as well as creating new opportunities for national delivery of remote services to reach families in areas where there is no local HENRY presence.

## Overview of role

Job Title	Finance and Administration Assistant
Base	Hybrid working – home and national support office in Eynsham, Oxfordshire
Hours per week	0.5fte (18.75 hours per week)
Salary	£24,092 per annum (£12,046 pro-rated)
Contract type	Fixed-term for 6 months
Responsible to	Finance Officer/Director of Finance and Operations
Annual leave	30 days per year plus bank holidays (pro-rated)
Pension	Matched employer contribution of up to 6%

### Job Purpose

To provide effective financial and administrative support as needed.

### Key working relationships

- Finance team
- National Training Team
- HR
- Senior management team

### Key responsibilities

- Finance support
- Stock Management support
- Administrative support

#### 1. Finance support

To provide additional capacity in the finance team by supporting the Finance Officer with tasks as directed. Typical areas of support will be (but not limited to):

- Support daily monitoring, fielding and handling of the department mailboxes, handling queries where appropriate.
- Credit control support – chasing down late invoice payments, matching to invoices and updating bank records with receipts
- Monthly credit card checks – liaison with credit card holders to ensure accurate records and entry of transactions onto system
- Support on month end banking – receipts, payments and donations
- Support on receiving purchase invoices and expenses claims - check, code, post and pay on a monthly basis.
- Provide information and support in preparation for annual audit
- Keep finance team files up to date

#### 2. Stock management support

- Support on processing resource orders and dispatch from the national office and updating the stock records where appropriate.
- Support on resource client invoicing.
- Support on monthly national office stock count.

### 3. Administrative support

- Dealing with national office post, scanning documents to relevant employees.
- Preparing, organising and storing information in paper and digital form.
- Maintaining office supplies

### 4. Attitudes, behaviour and values

- Build respectful relationships, understanding the impact of your behaviour on others and being willing to adapt it when necessary
- Work effectively as a member of the team by consulting and sharing information with colleagues, managing your time to meet deadlines and preparing for meetings
- Comply with all organisational policies and procedures
- Maintain clear and accurate records
- Communicate effectively with partners
- Comply with all organisational policies and procedures
- Model HENRY values
- Support own development through ongoing reading, research and supervision
- Other duties and responsibilities as negotiated with the post holder

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	2 A levels or equivalent	Graduate level education or equivalent. Studying for AAT.
<b>Experience</b>	At least one year's proven finance/accounts experience Working within a team	Developing effective working relationships with partner agencies
<b>Knowledge</b>	Intermediate level Microsoft and Google Packages Familiarity with accounting software	QuickBooks desktop/online experience
<b>Skills and attitudes</b>	Strong motivation to contribute to HENRY's work Excellent interpersonal and relationship-building skills, with a warm and fluent telephone manner Strong organisational and planning skills, able to work on own initiative, think creatively and meet deadlines Excellent communication skills (verbal, written and IT) Ability to prioritise and multitask	Ability to present information clearly both in spreadsheet form and written form.

	<p>Team player with a desire to help others to reach shared goals</p> <p>An eye for detail and commitment to thorough and accurate record-keeping</p> <p>Willingness to undertake training/be coached.</p> <p>Calm manner and ability to learn through doing and adaptable to change</p>	
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### Application timetable

Deadline for applications	Tuesday 5 July 2022. Early applications are encouraged as applications will be reviewed on receipt and suitable candidates interviewed
Interviews	As suitable applications are received.

For more information please contact [recruitment@henry.org.uk](mailto:recruitment@henry.org.uk). To submit an application please complete the application form and equal opportunities form available from our website <https://www.henry.org.uk/jobs>.