



Making Public Services
People Services

FINANCIAL ACCOUNTANT



Job Title

Financial Accountant



Where you will be

Hybrid working
(Liverpool office & remote)



The Hours

37.5 per week



The Money

£37k - £40k



The Contract

Full Time and Permanent
(again, we are happy to chat
about reduced hours)



The Timelines

As soon as you can start

The Extras

- 27 days annual leave (plus Bank Holidays) matched up to 33
- Lots of training and development (to make you the best you can be)
- Flexible working (including working from home)
- A workplace pension
- Holiday buy-back scheme (for when you need those extra days for yourself)
- Cycle to Work Scheme
- Book allowance
- A lovely team and culture



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The Organisation

We're based in the North West of England and put simply; we make public services people services. We provide the know-how, big-picture thinking, and hands-on time to help public and third sector organisations get moving on the projects that really matter: the ones that make the biggest impact on the lives of real people.

If we had to put ourselves in a box, we'd say 'we're a bit like consultants but we don't just advise people, we do stuff for them too'. We're in it for the long-haul; we don't just produce the shiny report, we get on with the job at hand - focussing less on the policies and procedures, and more on the people at the end of them.

We're not experts in all the areas we work in and that's a big plus for us. It means we're not limited by preconceptions, and our objectivity means we can take that big, important step back. That doesn't mean we're not aware of the red tape, the norms and the potential barriers to change, it just means we respect and ably navigate them.

Our teams are made up of people from all sorts of backgrounds and that means we apply a range of skills and viewpoints to the challenges we face and any gaps our client's teams might have. We don't think we have all the answers at Capacity either, we aren't going to change public services for the better on our own, and neither is anyone else. Getting people together and enabling them to talk to one another is one of the things we're best at.

For the leaders at the top of the North West's public and third sector we offer a bit of time to stop and come up for air. We're here for them to listen, lean on or let off steam with, acting as a critical friend, an extended 'Leadership Team' and someone to say 'you know what, that can be done'. We want people in public services to talk in the same language, dream of the same possibilities and remind themselves that we're all here for the same purpose - better lives for real people.



We take a positive action approach to recruitment and we particularly encourage applications from people who are under-represented at this level or within this area.



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The Role

Over the last few years, we've really grown as an organisation and the great stuff we are doing means we're getting bigger and better all the time. For that reason, it's time to bring in a Financial Accountant to help us out with all the exciting work we do!

If the next few pages sound good and you become our new Financial Accountant, a big part of your day to day will be financial modelling, budgeting and forecasting, and generally overseeing and preparing management accounts for both Capacity, its subsidiaries and some of the amazing organisations we work with. We need someone who can design and implement internal control policies as well as work closely with the rest of the Finance team to help them progress and develop. This is important for our organisational and financial resilience to make sure we carry on doing what we do best ... delivering the greatest impact.

You will be the right-hand support for our Finance Director which means that sometimes you will have to deputise for them and be confident presenting complex financial information at Executive and Board level. Your role will be varied and include everything from coordinating audit processes, to managing day-to-day operations of the Finance team. You will be a pro at identifying trends and engaging with stakeholders to share your thoughts and learning about us as an organisation. Our organisation is pretty small, and we all share a commitment to getting stuck in and getting our hands dirty to help each other out.

If we do say so ourselves, our team is pretty awesome! We don't believe in perfection but we do believe in doing. We are on the ground, doing the graft and doing the listening. We're easy going, we take our work seriously but not ourselves. With this in mind, we're looking for a real team-player to work across a bunch of diverse projects with Capacity's existing team.

We're proud to promote a learning culture where people are encouraged to be open and honest about what's working and what's not. Hey, we're only human, we won't always get it right, but we want you to feel like you can ask for help and guidance whenever it's needed.

Overall, we are looking for a brilliant, hardworking person who's not just amazing at the important finance work. What's really important to us is that you're in it for the right reasons - you're interested in working with us because you want public services to be the best they can be for the real people at the end of them. And don't worry if you haven't worked in the sector before, as long as your heart is in it, we will show you the ropes.



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The Responsibilities

Top level bits

The Day Job

- We need you to be a whizz at analysing financial data, picking out trends and talking to us about it
- We want you to oversee and prepare management accounts, including monitoring, designing and implementing internal control policies and procedures
- We need you to manage the day-to-day operations of the finance team, as well as coaching and encouraging your team to develop (you will have two direct reports to work with)
- Budgeting and forecasting is a big part of the role (there's lots of exciting projects to keep track of)
- We also need you to coordinate the management of cash flow and any debt collection

- While we don't need it at the moment, as we grow and develop we will need to carry out internal audits – we'll need you to develop and implement this process
- We also want you to have a voice. We want you to help our Finance Director with the preparation of presentations to multiple stakeholders (including our Board), be prepared to chat through any questions they may have and deputise for them when necessary

Values and People

- We want you to collaborate and communicate with the wider Capacity team. Live our values and be part of our culture - internally and externally.
- Be flexible, agile and responsive. You may be asked to turn around a task quickly or jump into other work where it's needed



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Organisational Accountabilities

Capacity's vision is a culture of collaboration, where the public, private and third sectors work together to achieve more with less and instigate significant change - creating solutions to achieve the very best results and the most sustainable value, across all of our public services. Through this we want everybody to have a good place to live, a purpose and good people around them to offer support.



To support this vision, you will be expected whilst working within Capacity to be:

- Motivated to achieve success and inspire others to do so in a positive manner.
- Take strategic action to resolve situations and learn from challenging experiences.
- Work collaboratively to ensure that Capacity's strategic direction core values and strategic objectives are achieved.
- To make sure that you read, are familiar with, and follow all Capacity policies and procedures.
- To uphold the Capacity equal opportunities policies and practices in carrying out your main responsibilities.
- To undertake any other duties which, can be reasonably expected of you within the level of your job.

The Ticklist

What we need

You've got skills

You're a Part-Qualified Accountant (or qualified by experience)

You're a pro at multitasking, working on multiple projects at once and dealing with the unexpected – calmly and confidently

You have great communication skills

You're a pro at Excel

Your analytical skills are your superpower

You're great at managing people

Would be nice if

You've got strong leadership skills – but don't worry, we are more than happy to mentor you too

You have experience of using Xero



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The Ticklist

You're generally a great person

You have a strong sense of social justice

You're able to build relationships with people from diverse life situations quickly and effectively

You have high standards in honesty, integrity and openness – including recognising weaknesses, sensitivities and acting with discretion

You work hard, but you can also have a laugh – you're easy-going.

You're a team player with great initiative and focus



The Recruitment Process

- When you apply, we will ask that you share an up-to-date CV and to answer several questions that help us to understand your skills, abilities, prior experience. You can send a written application and CV or use video or audio tools if you'd prefer.
- Three staff independently assess applications to ensure fairness and consistency, scoring each question based on how closely it meets criteria areas 2 and 3. We will feedback to unsuccessful candidates, if requested and aim to let you know within a week of the application process closing.
- Candidates who are shortlisted will be invited to a first interview. This interview is as a chance for Capacity and new applicants to get to know each other, and where we hope to get a real sense of your personal attributes. It will be a fairly informal meeting with the Finance Team at Capacity, lasting up to 45 minutes, and where possible, we will also introduce you to the wider team so that you can get a better sense of our internal culture and live projects. Ideally, this will be face to face, but we can also use Zoom or other technology if required.
- We will use a second interview to gain a deeper understanding of your experience and skills. This interview will include 2 members of our Senior Leadership Team, and where possible, a client representative and is typically 1 hour.
- **If you have any questions about the organisation, the projects or the role, we welcome you to get in touch for a chat via 0151 305 1045**

**Please send all applications to:
joinus@thisiscapacity.co.uk**

The Application

Don't worry, no long applications form here, we just want to know a bit more about you and to see your latest CV. (Don't get worried - it's literally a few questions below).

Some quick questions

We believe it's always good to get off on the right foot, and we want to make sure we invite the right people to interview. So, we're giving you creative freedom, answer the questions below in whatever format you wish, the only limits we're giving you are:

- No more than 200 words per question if it's written
- No more than 90 seconds per question if it's video or spoken content

- 1 Why do you want to join our team?
- 2 Tell us about your approach to juggling lots of different tasks.
- 3 What do you find most challenging in work?



Equality, Diversity and Inclusion at Capacity

It is Capacity's mission to lead by example in helping socially minded organisations thrive, building better public services and improving lives. We are committed to celebrating and including the valuable contribution that people from all backgrounds have to offer.

We are working to eliminating discrimination and promoting equality of opportunity in all aspects of our relationships, regardless of age, cultural background, class, disability, ethnicity, gender, sexual orientation, gender reassignment, faith, working patterns, language, union activity, or individual health status.

Our recruitment process is governed by our Equality and Diversity policy which contains processes and responsibilities to ensure that your recruitment journey is fair and unbiased.

We're committed to continually improving our practices and welcome any feedback at:

feedback@thisiscapacity.co.uk

or by phone on

0151 305 1045



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Assistance, Adaptations & Adjustments

If there are any adaptation or adjustments we can make to assist you in your application or with our recruitment process, please let us know at joinus@thisiscapacity.co.uk or by phone on 0151 305 1045.



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