

Assistant Accountant Candidate Pack



Because growing
up can be hard





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Welcome to Children North East

Children North East is a large North East based children's charity that works across the region, with some work extending across England, Wales and Scotland. We exist because growing up can be hard. We want all babies, children and young people to be happy and healthy, and to grow up feeling safe and loved, resilient to the challenges they may face, and valued and confident.

We have a strong children's rights ethos and believe that real, lasting social change is achieved when those who are experiencing or have experienced issues lead that change. We work both directly with babies, children and young people, and in their families, schools and communities, delivering services, support and interventions that provide a platform to work through issues, take action and provide tools for individuals and communities to reach their full potential.

Assistant Accountant

Purpose of the Role

- To be responsible for preparing the monthly management accounts for review by the Finance Director, in line with the finance timetable, ensuring information is complete and accurate.
- To oversee the day-to-day financial operations, ensuring transactions are recorded on a timely basis and in line with the Children North East policies and procedures.
- To help maintain, review and improve the financial systems, processes and controls to ensure a robust financial control environment.
- To work in line with the Finance Strategy embedded in the overall Charity's 5-Year strategy.

Salary

£29,024 to £31,856 per annum.

Hours

37 Hours per week/full time

Length of Contract

Permanent.

Closing Date

Monday 20th July 2026 at 12 noon.



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Our Organisation

Who We Are Today



Our services, support and interventions are delivered to babies, children and young people and their families, from prenatal up to age 25. We have a region-wide presence, with focused activity in Northumberland, and North Tyneside, with an ambition to grow our work and have a stronger presence across the North East in the coming years.

Delivery includes therapeutic services, mental health support, youth work, domestic abuse support, family support, community-based initiatives, participation and consultation activities and our UK wide Poverty Proofing© initiative.

We want to lead systemic change and do this by campaigning on issues affecting babies, children and young people; challenging those in positions of influence at all levels who make decisions affecting the lives of babies, children and young people; and working to influence social policy and system change to address obstacles preventing babies, children and young people growing up happy and healthy.

Where We Are Going

Recent national and global events have seen the need for our services increase within the region and beyond. Our five-year strategy seeks to grow our capacity to meet the needs of babies, children, young people and their families when we can make the biggest impact on their lives.



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The strategy, which launched in 2021, focuses on three primary objectives: Sustainability and growth, reach and impact. Key objectives include growing the impact of our work by diversifying our portfolio of activities, bringing in new income streams, growing our audiences and campaigning on behalf of our communities. We also recognise that our power is in our people, so we are investing in strengthening our workforce through different initiatives, from investing in learning and development to developing employee ambassadorship.

You can view [the full 2021 to 2026 strategy on our website](#).

Where We Began



Our charity has been helping children and young people grow up healthy and happy since 1891. Originally named the Poor Children's Holiday Association (PCHA), our purpose was to offer support to the children living in poverty by giving them a 'hand up, not a hand out', an ethos we pursue to this day.

We were founded by John H. Watson and John T. Lunn, who wanted to take action to improve the health of children living in the slums of Newcastle. What started as a single day trip to Tynemouth for 120 inner-city children, caught the public's imagination and very soon weekly trips were being organised, paid for through public donations.

A rich history followed, as the charity grew and innovated to meet the changing needs of children over time, including clubs and community activities, children's homes and TB Sanatoriums. To learn more about our history and what connects the start of our 130-year journey with the charity we are today, watch our short anniversary film [You Are Not Alone](#).



Assistant Accountant

Purpose of the Role

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- To oversee the day-to-day financial operations, ensuring transactions are recorded on a timely basis and in line with the Children North East policies and procedures.
- To help maintain, review and improve the financial systems, processes and controls to ensure a robust financial control environment.
- To work in line with the Finance Strategy embedded in the overall Charity's 5-Year strategy.

Line Management Responsibilities

- You will report directly to the Finance Director.
- There are no direct reports to this role.

Main Responsibilities

- To oversee the month-end financial close and ensure the monthly management accounts are produced in line with the finance timetable, and are complete and accurate.
- To prepare, review and post month end journals (prepayments, accruals, deferred and accrued income, etc.), working closely with the finance team.
- To ensure all financial reconciliations (including balance sheet, and fundraising) are complete and accurate and any differences are resolved on a timely basis.
- To ensure VAT returns are prepared, reviewed and submitted on a quarterly basis.
- To proactively manage the sales and purchase ledgers, ensuring they are regularly maintained and up to date and all customer and supplier queries are resolved and invoices processed.
- To assist with credit control of the charity, chasing debts and ensuring no balances are older than 3 months.
- To review and prepare supplier payment runs on a monthly basis, reconciling to supplier statements.
- To assist in the preparation of the year end annual accounts and have key involvement in the annual audit.
- To meet with budget holders on a monthly basis to review actual progress to budget.



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Essential Experience, Knowledge and Skills

- Part-qualified studying towards CIMA/ACCA/ACA or AAT Qualified.
- Experience with financial software.
- Strong Microsoft Excel skills, including use of pivot tables and lookups.
- Excellent communication skills both written and verbal for a wide range of purposes and audiences.
- Exceptional attention to detail.
- The ability to explain financial data to non-finance individuals.
- Share the behaviours/values/aims/objectives of Children North East.
- Able to work flexibly to meet the requirements of the post

Desirable Experience, Knowledge and Skills

- Experience of working with Sage Intacct.
- Experience in working with Client Relationship Manager (CRM) databases.

Personal Qualities

- A team focussed outlook with a willingness to adapt to different approaches and experiences.
- Excellent interpersonal skills to build relationships with a very wide range of people.
- A rapid learner so as to quickly understand the nature of the charity, its services and aims.
- Analytical and methodical thinker to ensure all elements of the financial processes are followed.

Health & Safety Roles & Responsibilities

- Employees/sessional workers have a statutory duty to take reasonable care of themselves and others who may be affected by their acts or omissions at work.
- Employees/sessional workers must also comply with Children North East's health and safety arrangements

Additional Duties

- It is the nature of the work of Children North East that tasks and responsibilities are in many circumstances unpredictable and varied. All staff and sessional workers are therefore expected to undertake work which may not be specifically covered in the job description. These additional duties will be compatible with the regular tasks and duties.



Reward, Benefits, Terms and Conditions

Salary

£29,024 to £31,856 (Scale Points 29-32) per annum for a full-time role of 37 hours per week. Please note that appointments are usually made with a salary offer starting at the lower end of the scale.

Hours

A normal working week is 37 hours per week (full time). Due to the varied nature of the duties, a flexible approach will be required and may include evenings. Time off in lieu may be taken following agreement of the line manager. We are very proud to be a flexible employer. Please feel free to discuss any flexible working requests at interview.

Place of Work

This post is based at Children North East, 89 Denhill Park, Newcastle upon Tyne, NE15 6QE.

Length of Contract

This role is permanent.

Holiday Entitlement

Full time employees are entitled to 30 days a year plus statutory and general national holidays. This is pro-rated for part time staff.

Probationary Period

There is a 6 months probationary period for this position.

Car Allowance

A casual car user allowance applies to this post.



Period of Notice

Two months' notice from either the employee or the organisation is required (one month during the probationary period).

Parental Benefit

There is an occupational maternity pay scheme for staff who have 12 months continuous service and we offer 2 weeks partner/paternity leave at full pay. We also offer an occupational adoption pay scheme for staff who have 12 months continuous service.

Sick Pay

There is an occupational sick pay scheme at Children North East.

Pension Scheme

There is a staff pension scheme in which the organisation also contributes 7.25% of staff members' salary.

Health Care

All staff members who are contracted over a ten month period are entitled to join the organisations private health care scheme.

Saving Scheme

A saving scheme is available so that staff can choose to save part of their salary. This is then paid back to staff on request.

Bus Passes

The cost of an annual bus pass used for a member of staff's work can be paid in 12 monthly amounts, deducted from their salary.



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How to Apply

Please visit the “Our Vacancies” section of our website at www.children-ne.org.uk/work-with-us/vacancies to apply. Please note CVs will not be accepted.

We welcome a diverse range of applications and are passionate about promoting equality, and valuing diversity. We welcome applications from all suitable qualified persons particularly black, Asian and minority ethnic applicants, as these groups are currently under-represented in our workforce.

Closing date

Monday 20th July 2026 at 12 noon.

Interview date

To be confirmed.

Contact

Please contact our HR team if you have any questions regarding the role on 0191 256 2444 or hr.team@children-ne.org.uk

