

**a carers network for a caring future**



# Application Pack

## Finance Assistant

The Life Story Network CIC is a Community Interest Company Limited by Guarantee with Registration Number: 08567031. Registered office: 151 Dale Street, Liverpool, Merseyside, L2 2AH



# Welcome from the Chief Executive

## Dear applicant,

We are delighted that you are interested in the role of Finance Assistant here at tide (together in dementia everyday). We are looking for an outstanding individual to work with us and a newly formed team as we take tide through a significant period of development and growth. This is a particularly exciting time to join our team.

There are an estimated 850,000 people in the UK living with dementia, supported by thousands of unpaid carers. Many carers of family or friends living with dementia report that they receive insufficient support from health and social care services, leaving them feeling isolated, burnt-out and unable to look after their own well-being. The number of carers is set to increase over the coming years, so it is vital that carers are given the opportunity to speak up for themselves and come together to raise their profile, voice their needs and influence better quality of care and support at all levels.

tide is the UK wide involvement network for carers and former carers of people living with dementia. The overall aim of the tide network is to improve their experiences as unpaid carers as well as the services available to those they care for, by giving carers the skills and confidence to speak up and influence change. In recognition of these needs, in addition to the funding already in place from Life Changes Trust to establish tide in Scotland, the Big Lottery is providing a three-year grant for tide to become established in England, Wales and Northern Ireland.

We are a collaborative, hard-working and fun team, with lots of mutual respect and support to reach organisational goals. In your role you'll need to demonstrate care and compassion, flexibility and a solution focus. If you believe you have the experience, skills and qualities we are looking for, we very much look forward to hearing from you.

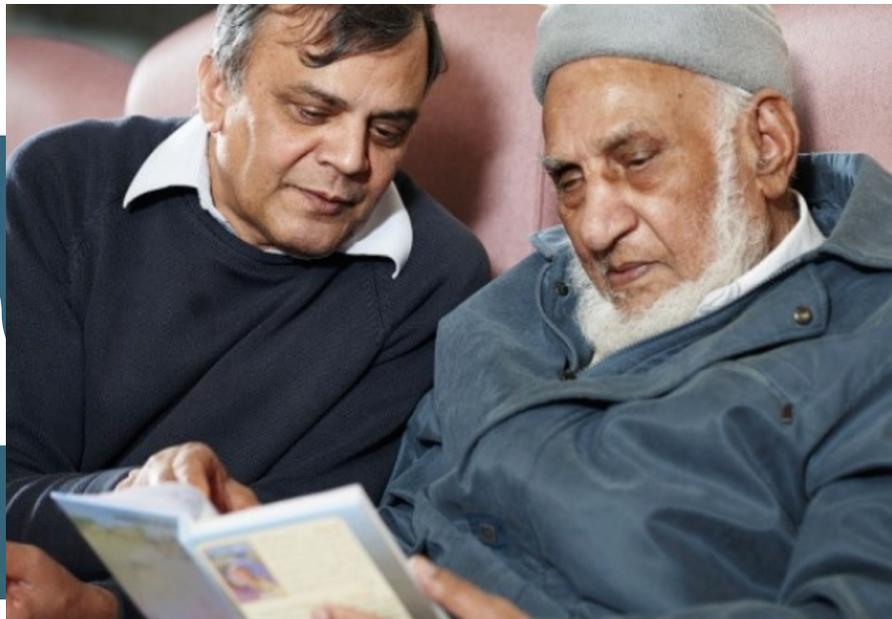
**Anna Gaughan**  
**CHIEF EXECUTIVE**

## About Us

**"A world where carers of people with dementia use their voices,  
and society reflects and responds to their unique needs"  
- tide's vision**

**We work to achieve our vision by making it our mission to ensure:**

tide connects, mobilises and enables carers of people with dementia to recognise their own value and their contribution to society. tide offers them opportunities to use their individual and collective experiences of caring to influence policy and practice.



### Our values drive everything we do:

#### Tenacious

We will have the courage and resilience to remain dedicated to our mission and have the humility to consider alternative ways of doing this where this will lead to greater impact on improving people's lives.

#### Transparent

We will be upfront, open and honest with ourselves and others. To build trusting relationships, we will share our rationale for making decisions and taking actions even when this may be difficult to do.

#### Inclusive

We will always value the diversity of perspectives, experiences, knowledge, skills, cultures and beliefs that people have to share and contribute in the pursuit of our mission. All voices will be welcomed and all contributions recognised.

#### Empathetic

We will aspire to always understand the feelings of everyone we work with so that they feel valued and respected.

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## The story so far

2009 - 2010

Life Story Network (LSN) is founded

*Our team is comprised of 3 of the founding Directors Jean Tottie, Anna Gaughan and Ruth Eley.  
LSN launched at national conference in Leeds with 250 (800 applied)  
LSN is registered as a Community Interest Company (CIC).*

2011 - 2012

LSN awarded funding from the Department of Health (DOH) to train 500+ people

*This gave birth to 'Your Story Matters' and 'Family Carers Matter.'  
'Your Story Matters' is commissioned by North Western NHS trusts.  
DOH award a further grant to LSN to deliver 'Your Community Matters.'*

2013 - 2014

Social Enterprise Network- North West awards 'Winner' for *Best example of collaboration and effective partnership.*

Carers Call to Action with the Dementia Action Alliance (DAA) in England.  
'Family Carers Matter' delivered in 4 local authority areas in the North East.

End of Carers' Call to Action with the DAA. LSN agreed to follow on with a carers network

2015 - 2016

A total of £71k funding awarded by DOH, Alzheimer's Society & Mersey Care NHS Trust to establish a new carers involvement network.

Big Lottery Fund (BLF) award LSN £48k to develop tide.

BLF award LSN a further £380k to develop tide in the North West.

The team expands.

2017

Life Changes Trust (LCT) award LSN £1.4M to develop tide across Scotland.  
tide evaluation development workshop.

tide and DEEP produce a film on end of life care discussions shown at the UK Dementia Congress 2017

2018

Big Lottery UK Portfolio award a further £1.2M to develop tide throughout the UK.

tide carers contributes to NHSE guidance 'My Future Wishes.'

tide commissioned by Rochdale Borough Council to develop the 'Dementia Dekh Bhaal' project.

Co-founder Jean Tottie wins the life time achievement award for dementia care.

2019

## Where to Next

Our intent for the period **2018-2021** is: to grow a **sustainable UK wide involvement network** of confident, knowledgeable and empowered dementia carers and provide them with opportunities to influence positive changes across society. To support this work we are **establishing tide as a charity**.

# Job Description

**The Finance Assistant will contribute to the smooth financial running of LSN (Life Story Network) and tide (together in dementia everyday).**



## Finance Assistant

**Working to support the Finance Manager, your role will be to carry out the day to day management of the financial accounting function for Life Story Network and the tide charity.**

**The main duties of this role will be to ensure that invoices payable and invoices receivable are paid/raised in a timely manner, entered correctly into our Sage 50 accounting system, and filed appropriately for retrieval if necessary.**

**In consultation with the Finance Manager you will also be responsible for preparing the Quarterly VAT Return draft submission for our accountants, and coordinating payroll information (new starters/ leavers/ sickness absences etc) with our accountants.**



## More about the role

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### The Role

#### Reports to the Finance Manager

The salary for this post is £20,000 per annum (pro-rata, 3 days per week)

A very important element of your role will be to make online payments to suppliers and staff (payroll), and ensuring that there is sufficient funds in the current account to make these payments. Accordingly, you will be responsible for maintaining cash-flow projections and alerting the Finance Manager if there are shortfalls ahead.

You will from time to time support the Business Development Manager in preparation of funding bids and contracts.

It is anticipated that the role will develop going forward, in response to funding awards and increased business activity. Under the guidance of the Finance Manager, you will also be made familiar (in the medium term) with management accounting principles such as costing and budgeting.

This is a superb opportunity to join a young and energetic organisation with a clear future direction and a dedicated staff team and directors who will provide the required support and backing to the successful candidate.

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and society reflects and responds to their unique needs"  
- tide's vision

# Person Specification

## Essential Criteria

- Managing Sales and Purchase Ledger in a computerised accounting system
- Familiarity with principles of VAT
- Significant experience of working with Microsoft Excel
- Managing online banking in a work and/or home environment
- Good communication skills, both written and verbal.

## Desirable Criteria

- Managing General Ledger in a computerised accounting system
- Experience of Sage 50 or above
- Familiarity with principles of payroll
- Mathematics to GCSE or equivalent
- AAT Bookkeeping qualifications Level 2 or higher
- Knowledge and experience of Third Sector
- Experience of communication with HMRC.



## General Responsibilities

- Contribute to and help to maintain a positive, safe and proactive environment which promotes open and transparent communication between carers, staff and the organisation as a whole
- Embed tide's mission, vision, values and culture, leading by example
- Proactively promote tide on a range of social media platforms
- Take personal responsibility for your own development in the role and participate in training
- Undertake other tasks, duties or projects which may arise from time to time, which are commensurate with the general level of this post and as directed by your line manager.

## How to Apply

We hope you will consider making an application. We would encourage you to have an **informal conversation** with our Finance Manager Brian Denton **prior to submitting your application**.

Please contact **Pauline Burke** at **Pauline@lifestorynetwork.org.uk** to arrange an informal discussion about the post.

**To apply** please email the **application form, which is available on our website (www.tide.uk.net)** accompanied by a **monitoring form**, by the **closing date (14 February)**, to **Pauline Burke** at **pauline@lifestorynetwork.org.uk**.

Please state which role you are applying for clearly on any correspondence.



**Closing date:  
Friday, 14th February**

**Interviews:  
Week commencing Monday, 24th February (Liverpool)**

We regret that, due to the high volume of applications we receive, we are unable to provide you with any feedback at the application stage. We look forward to receiving your application.



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