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Finance Apprentice/Assistant Candidate Information Pack

Position: Finance Apprentice/Assistant

Closing date: 9am on 4 July 2022

Interview date: 29 July 2022

This candidate information pack includes:

- Background information about CPRE, the countryside charity and the vacancy
- Outline terms and conditions of employment
- Job and person specification (separate document)
- Application form (separate document)

After reviewing this information, if you have any questions about the role or would like to discuss it further, please contact:

Name: Soo Wan Lee, Finance Manager
Email: soowl@cpre.org.uk
Direct line: 020 7981 2851

If you'd like to apply for this post, please return your completed application form to jobs@cpre.org.uk. Please note that CVs will not be accepted. If you're, shortlisted then we're likely to contact you by telephone no later than 8 July 2022.

Regretfully, we'll be unable to contact candidates who haven't been shortlisted for interview. If you don't hear from us within two weeks of the closing date, please assume that your application has been unsuccessful. If that's the case, then we appreciate the effort you've made applying for this role.

Thank you for your interest in working for CPRE, the countryside charity.

Jenny Bulman
Operational Effectiveness Manager



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About CPRE, the countryside charity

CPRE is the countryside charity that campaigns to promote, enhance and protect the countryside for everyone's benefit, wherever they live.

With a local CPRE in every county, we work with communities, businesses and government to find positive and lasting ways to help the countryside thrive - today and for generations to come.

What we do

We connect people with the countryside so that everyone can benefit from and value it.

We promote rural life to ensure the countryside and its communities can thrive.

We empower communities to improve and protect their local environment.

Through all our work we look at the role of our countryside in tackling the **climate emergency**, including seeking ways to increase resilience and reduce impact.

Our vision (what we want to achieve):

A beautiful and thriving countryside that enriches all our lives.

Our mission (what we need to do to achieve our vision):

To promote, enhance and protect a thriving countryside for everyone's benefit.

Our values:

Open:	We are inclusive and respectful of everybody, no matter who they are or where they live. Our countryside is for everyone and so are we.
Trusted:	We use evidence, knowledge and experience to influence positive change. Others believe what we say because they know we can back it up.
Connected:	We value lasting and effective relationships. We invite and encourage collaboration to find what is best for the countryside we love.
Inspirational:	We bring ambition and determination to everything we do. We channel our passion to motivate others and encourage them to act.



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About the role

Our Finance team play a major role in supporting the business on a day to day basis and as a Finance Apprentice/Assistant you will have an active role in providing flexible and proactive support to the team and organisation.

On a day-to-day basis, your role will be to carry out the efficient and accurate processing of financial transactions within the Finance Team including purchase ledger, sales ledger, cash book as well as supporting legacy administration, and restricted fund reporting.

We're looking for an excellent team player with a flexible approach to getting the job done in a role where accuracy and efficiency is key. You will also be able to work on your own initiative, with a friendly, approachable manner and the ability to process data accurately to deadlines.

This role is a fantastic opportunity to join a small organisation with great potential. The successful candidate will have previous experience in working in a finance team and be AAT qualified to level 2 and currently studying AAT level 3. You will also have strong written and verbal communication skills.

A study package is available for the right candidate.

CPRE places high value on equality. We treat everyone with respect and consideration because we know it's the right thing to do. We also know that diverse teams make much better decisions, are more creative and more stimulating to work in. So, if you join us, you will be able to help us put equality, the environment and diversity at the centre of everything we do. We hope you like the sound of the job and will take the time to apply!

Additional useful information

Our vision: www.cpre.org.uk/about-us/who-we-are/our-vision/

Explore a summary of our strategy: www.cpre.org.uk/resources/our-strategic-plan/

Our network of local groups: www.cpre.org.uk/about-us/who-we-are/local-and-regional-groups/

What we achieved last year: <https://www.cpre.org.uk/news/2020-cpres-impact/>

Annual review 2020-2021: <https://www.cpre.org.uk/wp-content/uploads/2021/06/CPRE-Annual-Review-2020-21-web.pdf>

The areas that we're working on: www.cpre.org.uk/what-we-care-about/

What we say and do: www.cpre.org.uk/about-us/what-we-say-and-do/

Our history and achievements: <https://www.cpre.org.uk/about-us/who-we-are/our-achievements-and-history/>



Working for CPRE

Salary

The starting salary will be circa £20,500. Please note that our salaries are externally benchmarked, although we do take into account the level of skills, experience and ability the successful candidate brings.

The pay structure is reviewed regularly to ensure that it remains market competitive.

Hours of work

35 hours per week. Normal office hours are 9am to 5pm with one hour (unpaid) for lunch every day. Around the core hours of 10am to 4.30pm staff can flex their start and finish times. Occasional evening and weekend work is required, time off in lieu is provided and, dependent on role, there may be travel around England.

Place of work

Normal place of work is CPRE's National Office, 15-21 Provost Street London N1 7NH but, occasional working from home as agreed in advance with your line manager.
You will be granted 1 day per week of study leave to attend college.

Working culture

CPRE has an inclusive and friendly working culture.

We involve staff in setting the operational plan and have a weekly all-staff meeting where information is shared. Staff are set annual objectives and have a performance review each year with joint feedback with their manager on their achievements and performance in the role.

Holidays

25 days per calendar year, increasing by one day per full year of service up to a maximum of 30 days. Paid leave is also given for public holidays and three 'privilege' days, which are normally taken between Christmas and New Year.

Probation

The post will be subject to a six month probationary period. Probationary periods may be extended if further time is required.

Pension

CPRE offers a group personal pension policy with Aviva. CPRE will contribute to this policy monthly at a rate of seven per cent of current salary. CPRE will start making contributions from the beginning of the third month immediately following the start date. Staff members make a personal monthly contribution of a minimum of one per cent of salary. This percentage contribution may increase in the future.

Life assurance

CPRE has an employee life assurance policy, which covers all staff during their employment with CPRE. The policy covers four times annual salary in the event of death in service.

Employee assistance

CPRE subscribes to an employee assistance programme. Staff can access a free 24 hour confidential telephone counselling and advisory service. The service also provides confidential face-to-face counselling.



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Notice

During the probationary period, one week's notice of termination of employment is required from employer or employee. After satisfactory completion of your probationary period, four weeks' notice of termination of employment is required from employer or employee.

Flexible working

We have a flexible working policy with a number of staff working flexibly. Where flexible working requests are agreed by line managers, staff are able to alter their working hours or work from home on agreed days.

June 2022