

Altwood Road
Maidenhead SL6 4PF

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Admin: 01628 682555
Fax: 01628 682525
Email: admin@nordenfarm.org

August/September 2015

Dear Applicant

Thank you for your enquiry regarding the vacancy of **Accounts Assistant/Cashier**. I am pleased to enclose an application pack consisting of the following:

- Job Description and Person Specification
- Application Form
- Equal Opportunities Monitoring Form

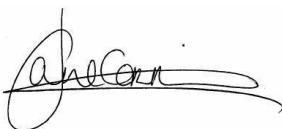
Please ensure that you read all information thoroughly before applying. Application should only be made on the enclosed application form (attaching continuation sheets where necessary), answering each section fully. CVs are not accepted. Please email applications to admin@nordenfarm.org

Application Deadline: Thursday 17 September 2015 10am

Interview Date: week commencing Monday 21 September 2015

I look forward to receiving your application and thank you for your interest in the position.

Sincerely



Jane Corry
Chief Executive & Artistic Director

Norden Farm Centre for the Arts



Accounts Assistant/Cashier Job Description

Post Title:	Accounts Assistant/Cashier
Hours:	14 Hours per week
Salary:	£7.00 per hour
Base:	Norden Farm Centre for the Arts, Altwood Rd, Maidenhead
Reporting to:	Financial Controller

Job Summary

The Accounts Assistant/Cashier will be an integral member of our small but busy finance department. The role will carry responsibility for its own specific tasks but will require an individual able and willing to cover a wide range of cashier and accounting functions.

Key Responsibilities and Job Description

1. Cash Control and Banking
The position involves full responsibility for reconciling box office, merchandise and Café/Bar takings to reports and managing and checking floats and then banking all cash and cheque receipts.
2. Purchase Ledger
Managing the full Purchase Ledger function for three companies.
3. Wages and Petty Cash
Maintaining and paying Petty Cash and preparing cash wages on a weekly basis.

Hours of Work

14 Hours per week to be worked over 2 or more days.

Norden Farm Centre for the Arts



Accounts Assistant/Cashier Person Specification

Essential

Candidates must be able to demonstrate:

- A background in and experience of a cash handling environment, including dealing with Petty Cash
- Specific skills in the use of Sage 50 Accounts Professional purchase ledger
- A good level of computer literacy, including Microsoft Office particularly Excel
- A flexible but disciplined approach to problem solving
- Good organisational skills
- Excellent communication skills, both written and verbal
- Possession of a current driving licence and availability of own vehicle to be able to make regular trips to the bank (Maidenhead Town Centre)



Application Form

CONFIDENTIAL

Please read the job description and supporting information before completing this form.

Please complete this form, ensuring you fill in all appropriate sections as fully as possible. Forms are to be completed electronically and submitted by email to admin@nordenfarm.org. CVs should not be included with applications.

If you have a disability or any other special need that means you are unable to complete this form or any other part of the process, please contact us to make alternative arrangements.

Application for the post of:	
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Personal Details			
Last Name			
First Names			
Home Address			
			Postcode
Telephone	Home		Work
	Mobile		
Email address			
May we contact you at work?			

Education and Training

Secondary Education

From	To	School(s)	Examinations passed/Grades

Higher and Further Education (University/College/Apprenticeships etc)

From	To	Place of Education	Qualification obtained

Short and Part-time Courses (including relevant in-house training)

Dates	Details

Current/Most Recent Employment

Position held			
Employer's Name			
Employer's Address			
Start Date		End Date	
Period of Notice Required		Current Salary	
Brief Outline of Duties and Responsibilities			
Reason for Leaving			

Previous Employment

Date from	Date to	Name, location and nature of employer's business	Position held	Reason for leaving

Supporting Information

Please use this space to tell us why you have applied for this position and what you will bring to the post. Describe how the skills and experience you possess would enable you to fulfil the role as described in the job description and any other information that supports your application. Use a continuation sheet if necessary.

Further Information	
Do you hold a current and full (not provisional) EU driver's licence?	
Do you require a work permit to work in the United Kingdom?	
Please state how many days you have been absent from work/college due to illness during the last two years, providing details for any extended absence if you wish.*	
<i>Under the Rehabilitation of Offenders Act 1974, candidates are not usually required to give details of spent offences</i>	
Have you ever been convicted, cautioned, bound over or have a conviction pending in respect of any criminal offence which is not considered spent? *	
* Please use an additional sheet if necessary	

References		
Please give the names and addresses of two people, not relatives, one of who should be your current employer (or last employer) from whom confidential references may be obtained. It is Norden Farm's policy to contact referees before an offer of employment is made. Please indicate if you would prefer this NOT to happen.		
Name	Position	Address/Telephone Number/Email

Declaration	
I declare that the information on this application is, to the best of my knowledge, true and complete	
Signed	Date

Equal Opportunities Monitoring Form

On receipt, this section will be detached from the main body of the application form and will not form any part of the selection process

1. Ethnic Origin

(Please tick as appropriate)

I would describe myself as being:

White:

- British
 Irish
 Any other White background

Black or Black British:

- Black African
 Black Caribbean
 Any other Black background

Asian or Asian British:

- Asian Bangladeshi
 Asian Indian
 Asian Pakistani
 Any other Asian background

Chinese

- Asian and white
 Black African and white
 Black Caribbean and white
 Chinese and white

Any other background from more than one ethnic group

Any other ethnic group (Please give details below)

Prefer not to answer

2. Sex

- Male
 Female

3. Disability

Do you consider yourself to be disabled:

- Yes
 No
 Prefer not to answer

4. Age

Date of Birth	
National Insurance Number	
Where did you see this job advertised:	

