



CANDIDATE INFORMATION for the role of:

**Finance & Admin Assistant –
Full-time; permanent**

The Good Shepherd Centre, Greenock Road, Bishopton, PA7 5PW

Tel: 01505-864500

Email: applications@goodshepherdcentre.org.uk

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A message from the Director

Dear Applicant,



Thank you for your interest in the Good Shepherd Centre (GSC). Our work helps and supports young people who have experienced extreme difficulties in their lives to make sense of their experiences and build hope for the future.

We want to give you a flavour of who we are, what we do and why, and how we go about our work. We want to share the vision and values of Team GSC so that you understand what the rewards and challenges of working with us might be for you. We also want to tell you about the lives and experiences of young people who come to stay here with us.

In this pack, you will see that there are links to sections on our website which explain the purpose of GSC, how the different departments work together towards the best care, education and specialist support the young people who come to stay with us need and to the stories of the young people we support.

Everyone at GSC is committed to making a positive difference alongside and for young people. The Good Shepherd Centre's purpose is to provide a positive, life changing experience for young people through individual care, education and skills development. We do this through trying to make sure everything we do upholds the values and principles of kindness, respect, nurture and relational and rights-based practice. This means we have a strengths-based approach and we get to know and to understand each young person as an individual and build trust and positive relationships with them. We work with families and other adults in their life to support each young person to move forward from the often-extreme challenges and harm they have experienced.

There is a well know proverb or saying; which seems to be common across several different African cultures and languages, which is *'It takes a village to raise a child'*. In the Kijita language the literal translation is that regardless of a child's biological parents, their upbringing belongs to the community. So for the children and young people at GSC and in our care, we know this means a whole team/whole centre approach and valuing every colleague in every job role; because whatever our role; we all play our part, working together in the best interests of the children and young people we support.

The GSC has made a commitment to [#KeepThePromise](#) and our Finance & Admin Team alongside all our colleagues will have a part to play as we further strengthen our care, education and health and wellbeing teams.

If you are committed to making a positive difference to the lives of vulnerable young people through being a positive role model for GSC, we'd love to hear from you.

We hope to meet with you to discuss this opportunity.



Alison Gough, Director GSC.

Introduction to the Good Shepherd Centre

“Our purpose is to provide a positive, life-changing experience for young people through individual care, education and skills development focused on promoting young people’s mental and emotional wellbeing and longer term positive outcomes”

We are a Scottish charity that provides a secure care & intensive care service for vulnerable young people based in Bishopton, Renfrewshire and are privileged to be situated in a 38-hectare campus; within a beautiful countryside setting and stunning views over the Clyde estuary.

We support young people from the age of 12 up to 18 in secure care and 20 in close support care. We work alongside their families and the professionals involved in their lives, to make sense of their experiences and to build hope, coping skills and goals for the future.

Young people live in one of our 4 houses or 2 cottages depending on the level of support required. They continue their education in our school on campus or attend further education out with the campus.

We offer a place of safety and nurture and a positive, holistic and strengths-based ethos.

GSC has gone through an exciting period of growth and we’re on journey for a further period of growth with strategic goals aligned with The Promise in place for the next three years. These goals are set to move the organisation forward confidently in the best interests of the young people and other stakeholders.

This is an exciting time to join Team GSC as the charity seeks to build on its strong reputation for relational based practice and helping young people to build hope, skills and plans for their future.

Context of Work

Young people are referred to us through the Children’s Hearing System and the Criminal Justice System. They have experienced difficulties in their lives, and many will have faced traumatic and harmful situations and may be experiencing psychological distress; mental health problems; and problems coping with managing feelings and day to day life.

Values

Our values are at the core of every decision we make as a team; we are **Kind, Nurturing, Resilient,** and **Rights Respecting**. In addition to our core values, ‘**Hope**’ has also been part of our ethos for a long time, as we believe without Hope we cannot achieve our goals.

Working for us

We have a caring, experienced and committed staff team. This multi-professional, multi-skilled team includes qualified and registered residential childcare managers and staff teams for each House, and GTC registered teachers within our Education Department. Our senior staff promote and model a positive, compassionate, strengths and relational based approach to all aspects of our work and encourage a culture and climate of ‘whole centre community’, where the dignity, needs and rights of the individual are respected at all times.

In addition to our residential care and Teaching staff, we have a number of other specialist practitioners including learning support staff with specific skills, Clinical and Forensic Psychologists and advisors, therapists, creative arts, sports and vocational coaches and tutors.

Team GSC includes c150 staff and our Director leads a Senior Management Team including:

- Head of Secure Care
- Head of Education and Depute Head of Education
- Head of Practice & Professional Development
- Head of Intensive Support & Throughcare

Our structure



Organisational
Structure Sept 19.pdf

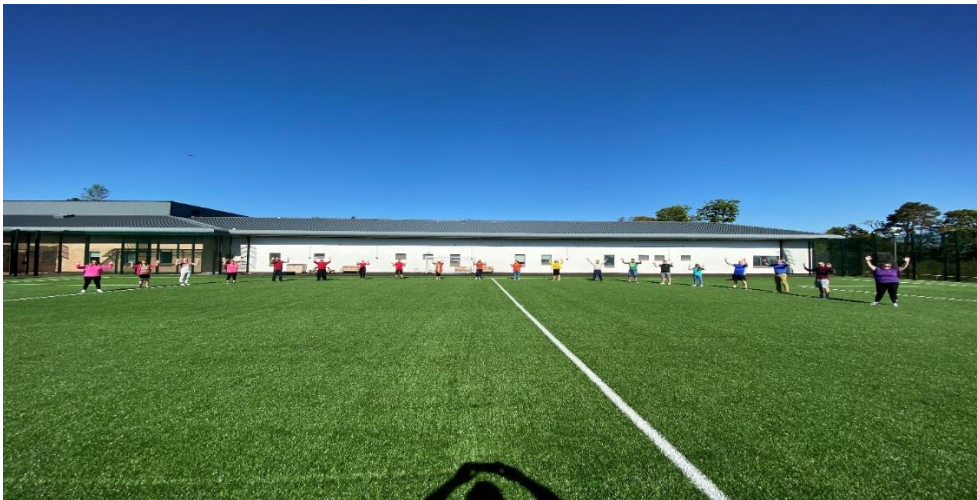
SSQR

You can read more about our work and outcomes for young people in our SSQR (2019 – 20)

[Service Standards & Quality Reports - Good Shepherd Centre \(gsc.scot\)](#)

Care Inspectorate Report (2020)

We are very proud of our scores and the feedback we received from young people, staff, social workers and the care inspectors. You will find the full report for both secure and close support [here](#).



Job description

Position title:	Finance & Admin Assistant
Reports to:	Finance Manager
Location:	Bishopton
No. of hours:	Full-time, 37.5 hours per week
Pattern of work:	Monday to Friday with a degree of flexibility
Period of employment:	Permanent
Salary guideline:	£19,961 per annum

Purpose

To support the Finance Manager in providing an effective and efficient finance and administrative provision in line with organisational procedures.

Main Duties

- To be responsible for financial administration such as raising purchase orders, placing orders and checking full receipt of orders
- To be responsible for processing purchase invoices and expenses and ensure accurate payment
- Preparation of weekly cash transactions
- Monthly preparation and bank reconciliation of all payments
- To count and prepare monies
- Preparation of monthly sales invoices
- Budget allocation and monitoring of expenses
- Liaising with external contractors and preparation of trade accounts
- Various finance duties as and when required
- Report and maintain residents summary
- Maintain various systems/databases ensuring accuracy at all times
- Maintaining and stock control of stationery
- Answering telephone calls, ensuring accurate logging of calls received when necessary and ensuring effective communication of any messages
- Minute taking and attendance at meetings
- Reception cover when required
- Mail handling, photocopying and filing
- Provide any other additional support as required.

Person specification

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> Relevant qualifications in Administration and/or Finance/Book-keeping
Experience	<ul style="list-style-type: none"> Experience of completing all finance functions required for a small charity including invoicing, payments, bank reconciliation, etc Previous experience in an Finance/Administrative Assistant type role 	<ul style="list-style-type: none"> Experience of working in a small team
Professional Qualities	<ul style="list-style-type: none"> Excellent administrative; communication & interpersonal skills You will have experience of using various Microsoft Office packages (Word, Excel, Outlook, Teams) Good knowledge in working with Excel Spreadsheets 	
Personal Qualities	<ul style="list-style-type: none"> Strong organisational skills with the ability to work alone and prioritise own workload whilst being an excellent team player and able to build good working relationships with colleagues The ability to work to and meet deadlines Accuracy and strong attention to detail in financial & written communications A caring and approachable person 	

Benefits

Below is a summary of our typical Statement of Main Terms and Conditions of Employment.

We believe we offer a generous package of benefits to all our employees including:

Annual leave

- 20 days annual leave plus 12 days set public holidays per annum
- Additional annual leave entitlements at service anniversaries; 25 after 5 years and 28 days after 10 years
- Pro-rata entitlements for part-time staff

Pension

- Employer contribution at 21.8%

Other benefits

- Life Assurance 3 x salary, subject to being a member of the pension scheme
- Cycle Scheme
- Employee Assistance Programme
- Blue Light Card scheme
- Lunch/meals
- Car parking

How to apply

We hope you have found the information in this pack both useful and informative.

If you are looking for a new and exciting role in the third sector, please complete our application form which can be also be requested by emailing applications@goodshepherdcentre.org.uk and return it before **10am on Friday 1st October 2021.**

Interview Date: Thursday 21st October 2021.

Please note, we are strictly unable to accept CV's.

Applications will be shortlisted for interview by matching the details given in their application against the job description and person requirements. We would therefore ask you to provide clear evidence to show how your experience, skills and knowledge match those requirements.

Thank you for your interest in working with us. If you have any questions at all, please do not hesitate to emma.sinclair@goodshepherdcentre.org.uk or on 01505 864500.

Best wishes,

The Good Shepherd Centre
www.gsc.scot

“We heard of numerous opportunities for staff to take part in various projects and groups aiming to effect positive changes.” Care Inspection report, June 2020 (February 2020 Inspection)

