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SOMERSET CLINIC

| THERAPY RECOVERY |



Orchard House  
Family Assessment & Intervention Centre

The Lodge, 60 Staplegrove Road,  
Taunton, Somerset TA1 1DH  
T: 01823 351785  
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E: info@orchardhousefac.co.uk

March 2024

Dear Applicant

### **Re: Assistant Management Accountant application pack**

Many thanks for your interest in the role of Assistant Management Accountant at Orchard House and Somerset Clinic.

#### **The Companies**

Orchard House Family Services is a national child-centred assessment and intervention service established in 2005 that is committed to ensuring the best outcomes for children. We have two residential family assessment centres in Taunton, where the safety and wellbeing of children is the central focus of our work.

Our skilled team enables us to provide extensive tailored support and intervention for families who are experiencing a wide range of potential difficulties. Orchard House is proud to be one of very few family assessment centres in the UK rated 'Outstanding' by Ofsted at our most recent inspection (February 2023).

Somerset Clinic was established in 2002 to provide evidence-based and effective psychological therapies for people with a variety of difficulties. We provide a professional and responsive service in a calming environment to achieve the best possible outcomes.

#### **The Role**

We are looking to appoint a high calibre, committed Assistant Management Accountant across both services. The postholder will work closely with the Financial Director in ensuring the effective business and financial management of the organisation.

The successful candidate will have excellent attention to detail and strong IT skills. They will have previous experience of working in an accounting role, possess good written and verbal communication skills, and will be a team player that is prepared to contribute to all aspects of the service.

The Assistant Management Accountant will play a key role in the financial functioning of the business as well as supporting the well-established Business/Administration team.

This is a permanent full-time position based in our Somerset Clinic office in central Taunton, with free on-site parking.

## How to apply

Please see our job description and person specification below. Further information on the service can be found at [www.orchardhousefac.co.uk](http://www.orchardhousefac.co.uk) and <https://www.healthcaresw.com>

Should you decide to apply for the position, please return your completed application form to [recruitment@orchardhousefac.co.uk](mailto:recruitment@orchardhousefac.co.uk). Please note that we require a full application form to be completed, even if you have already sent us your CV.

If you are successfully shortlisted, you will be invited for an interview and you will also be asked to complete a written task prior to interview. All information provided on your application form and at interview will be closely checked and should you be successful, an enhanced DBS check will be carried out.

If you would like any further information, please call Carol Turner on 01823 351785 or email [carol.turner@healthcaresw.com](mailto:carol.turner@healthcaresw.com).

## Key dates

- Friday 19<sup>th</sup> April – 0900 Closing date
- Friday 19<sup>th</sup> April – 1700 Applicants to be contacted with outcome of application
- Thursday 25<sup>th</sup> April Interviews

Best wishes and good luck in your application.

Kind regards

Bryony Forgan  
HR and Project Manager



## Assistant Management Accountant Job Description

**Location:** Taunton, Somerset

**Accountable to:** Finance Director

**Salary:** £29,000 - £33,500

### About the Company

The Assistant Management Accountant will work across two areas of our organisation:

1. **Orchard House Family Assessment and Intervention Centre** provides 'outstanding' [latest Ofsted Inspection, 2023] residential and community-based parenting assessments, alongside psychological and other related assessments to Family Courts and local authorities nationwide.
2. **Somerset Clinic** is an independent provider of responsive psychological services for both adults and children in need of evidence-based therapeutic interventions.

### Job Summary

The post-holder will support the Finance Director in ensuring that the organisation operates on a stable financial footing, meets every internal and external deadline, and complies with all its regulatory obligations. The successful candidate will play a key role in the financial functioning and development of the business as well as supporting and working closely alongside all members of the team.

### Main Duties and Responsibilities

- Preparation of quarterly management accounts
- Preparation and submission of the quarterly VAT returns
- Preparation and submission of the Year End Accounts
- Provide analysis for the Finance Director and management team
- Managing and supervising all aspects of the commissioning process from enquiry to final payment

- Managing and supervising the monthly payroll for both companies
- Supporting the Finance Director to ensure effective business and financial management of the organisation
- Credit control
- Provide cover for the Finance Director
- Work collaboratively with the admin / finance team and ensure effective communication with all staff groups
- Liaising effectively with clients, suppliers and regulatory bodies
- Any ad-hoc tasks or projects as and when required

### **Essential Criteria**

The Assistant Management Accountant will have, or be working towards an accountancy qualification, or be able to demonstrate relevant experience. A good knowledge of Excel is essential whilst training will be provided on any unfamiliar accounting or payroll software. The post-holder will have a rigorous attention to detail and will have the ability to work independently in a busy environment. They should be highly organised with efficient time management skills and have the ability to prioritise accordingly to ensure deadlines are met. They will liaise effectively with professionals and external agencies whilst maintaining an awareness and understanding of the confidential and sensitive nature of the work.

The post holder will work closely with a variety of colleagues therefore good communication skills and a collegiate and empathetic approach is a pre-requisite. Working within a complex field in a relatively small organisation, an enthusiastic and flexible attitude is essential.

### **Continuing Professional Development**

The Assistant Management Accountant will participate in CPD activities, as agreed with their Line Manager, including general training required in accordance with the policies and procedures of the Company. Staff are encouraged to develop their own professional development plan with their Line Manager, to be updated annually and to actively participate in the appraisal process.

### **Key Relationships at Orchard House / Somerset Clinic**

- Director of Services / Consultant Clinical Psychologist
- Managing Director
- Registered Manager
- Business and Administrative Staff
- Assessment Lead and Assessment Team
- Intervention Lead and Intervention Team
- House Management Team

### **Review**

This list is not exhaustive. These duties and responsibilities will be regularly reviewed with the post holder and change may be agreed over time.

We are committed to regular performance appraisal and personal development plans to enable staff to fulfil the requirements of their post. This will be completed annually with your Line Manager.

## **General Information**

### **Confidentiality**

Your attention is drawn to the confidential nature of this post. Disclosures of confidential information or disclosures of any data of a personal nature can result in prosecution for an offence under the UK General Data Protection Regulation or an action for civil damages under the same act in addition to any disciplinary action taken by Orchard House Family Assessment Centre's which might include dismissal.

It is the responsibility of each member of staff to be aware of and to comply with the relevant company policies regarding confidentiality.

### **DBS**

This post requires the post holder to be subject to a DBS check.

### **Code of Conduct**

Where appropriate, members of staff are responsible for adhering to their respective professional code of conduct.

### **Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these in full at all times in order to ensure that the agreed procedures are carried out to maintain a safe environment for parents, children, visitors and staff.

### **Personal Safety**

All members of staff are required to take responsibility for their personal safety, both whilst on the premises and when working in the community.

### **Equal Opportunities**

We are committed to ensuring that no job applicant or employee is discriminated against directly or indirectly on the grounds of race, colour, creed, sex, marital status, disability, age, nationality, ethnic or national origins.

**Date of Job Description:** March 2024

**Websites:** [www.orchardhousefac.co.uk](http://www.orchardhousefac.co.uk) / [www.healthcaresw.com](http://www.healthcaresw.com)



## Privacy notice for job applicants

This privacy notice explains how Orchard House handles the personal data that you submit when applying for a job. Please take your time to read this document carefully so you understand how Orchard House uses and protects the information you provide.

### Consent

Providing information on your application form is voluntary. However, if you choose to decline to submit requested data, our ability to consider you as a candidate may be limited.

By submitting your application data you:

- Declare that you have read, understood and accept this Privacy Notice
- Grant your consent to the holding and processing of your data in accordance with this notice
- Declare that the information you have provided in the application is complete and true to the best of your knowledge, and you understand that should a statement made be incorrect this could lead to your application being rejected
- Authorise Orchard House to verify any statements contained in the job application and to make necessary reference checks ( please note that references will not be contacted until a job offer is made and you have given consent for us to contact them).

### Data we collect and process

This Privacy Notice covers any candidate data that you submit to Orchard House for the recruitment process. This may include but is not limited to:

- Your name and contact details
- Information included in your application such as present and past employment history, skills, qualifications, certificates, experience, knowledge and hobbies
- Type of employment sought and shift preferences
- Name and contact details of references. Please note that it is your responsibility to obtain consent from your references prior to providing us with personal information about them
- Current salary
- Criminal convictions/cautions
- Health information
- Identification documents

Orchard House will also collect data directly from third parties, for example when doing background checks and employment references. This is subject to your consent where required by law.

### **How your data will be used and for what purpose**

The personal data you provide on your application and as part of the recruitment process will only be held and processed as part of the selection process and if there is any subsequent employment. This data may be used to assess your application for employment, to verify the information given, to carry out reference checks and to communicate with you.

Your application form will be held securely and will only be seen by those involved in the recruitment of the post you have applied for.

Should Orchard House offer you employment and as a result you accept, the data that we have collected will become part of your personnel record and will be used for employment purposes.

In order for Orchard House to consider your application, selected employees of Orchard House, such as the HR Advisor, potential line managers and members of our management team will support us with the recruitment process. We will also use outside agencies such as the DBS service and HCPC to assess suitability and they will have access to your personal data. Except as set out in this notice or as required by law, your personal data will not be supplied to any third party without your explicit consent.

### **Retention of data**

Any personal data given as part of the application process will not be kept for longer than is necessary during the recruitment process. Therefore, unsuccessful application data will be securely deleted/shredded after a period of 6 months. If we would like to keep your application on record for longer in case of another suitable position, we will ask for your consent to do so.

If your application has been successful and you are offered employment with Orchard House, the data given in the application may be used in connection with your employment consistent with our data protection policy.

### **Contact us**

If you have questions regarding this privacy notice, please do not hesitate to contact us:

HR Department - Orchard House  
The Lodge  
60, Staplegrove Road  
Taunton  
TA1 1DH

Tel: 01823 351 785

For further information on data protection, please visit the Information Commissioners Office website at [www.ico.org.uk](http://www.ico.org.uk)



You have the right to withdraw your consent at any stage and request that your personal data is erased during the recruitment process. You also have the right to request access to the personal information that Orchard House holds about you. If you wish to do so, please contact the HR Department on the number above.