



International
Longevity Centre UK

Accounts Assistant

Recruitment pack



Accounts Assistant

Supporting our Finance Manager, you will be performing an important role in ensuring our financial records are kept up-to-date and payments are made and received on time. As a think tank with twelve employees, we are looking for an accounts assistant who has the ability to work independently and also as part of a team, and to strict deadlines.

There will be periods when you will be busy. We hold a number of events throughout the year with Spring and Autumn being the busiest seasons in our events calendar. From March to July you will support the Finance Manager with the financial year-end work, audit and the Board of Trustees' meeting reports.

For a small organisation we offer good benefits, flexible working and a pension. We even give you your birthday as an extra day of leave as well as additional leave at Christmas and over the New Year. All of us at ILC are committed to creating a welcoming and friendly work environment which you are sure to enjoy.

Who are we?

We're the UK's specialist think tank on the impact of longevity on society

We believe society has to adapt now so we can all enjoy the benefits of longevity. We want a society that works for everyone, regardless of their age. We know the numbers. We know the challenges. What happens next will define us for generations.

Our history

The International Longevity Centre UK was established in 1997 as one of the members of the [International Longevity Centre Global Alliance](#), an international network on longevity.

Since our inception, we have published over 250 reports, organised over 300 events including the annual [Future of Ageing conference](#).

We work with central government, local government, the private sector, and professional and academic associations to provoke conversations and pioneer solutions for a society where everyone can thrive, regardless of age.

ILC Partners Programme

Longevity will change the way our society functions in the future. Our Partners help us to shape and influence policy and practice across all sectors.

We help our Partners to plan for the future in the light of demographic change. Whether our Partners are in business, not-for-profit or a charity, we have the expertise and connections to help them to think about what longevity means for them.

We have a significant UK network as well as being part of a vibrant international network of longevity centres, able to tap into best practice and policy ideas from across the globe.

Our Partners events bring together policy makers, decision makers and practitioners from across government, business and the third sector who want to make change happen. Our Partners benefit from our expertise, and also have the opportunity to shape our agenda, and what happens next.



Governance

We are governed by a board of twelve dedicated Trustees, chaired by Professor Martin Green OBE, and including a former MP, the founder of Forster Communications, a former Government Actuary, and former editor of Women's Weekly. The full list of our Board of Trustees, along with their biographies, is available on our [website](#).

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| Job Title | Accounts Assistant |
| Purpose | Support for our Finance Manager in bookkeeping tasks |
| Reports to | Finance Manager |
| Direct reports | None |

Job description

1. Support the Finance Manager to maintain the Sage50 Cloud Accounts system ensuring that it is kept up-to-date
2. Post all transactions
3. Raise sales invoices
4. Petty cash analysis and posting to Sage
5. File financials papers
6. Provide ad hoc administrative support to the finance and operations team
7. Follow-up unpaid sales invoices

Person specification

1. Attention to detail
2. Good written and oral English
3. Excellent computer skills and email management
4. Strong interpersonal skills
5. Essential: experience of and confidence with using accounting software packages
6. Ability to work independently and as part of a small team
7. Methodical
8. Experience of Sage will be an advantage
9. Studying for a professional qualification, for example, AAT will be an advantage
10. Understanding of basic VAT will be an advantage

Post information

This is a part-time role and we offer the opportunity for flexible working.

Location

Normal place of work will be at the ILC in London. We are currently located in Westminster but will be moving office in late 2019 or early 2020. The new office will be in Zone one or two and is likely to be in easy reach of Westminster and the City of London.

Hours

7 hours per week

Salary

£14 per hour

Start date

ASAP

To apply

Deadline for applications: 8am, Tuesday 8 October 2019

Interview: Tuesday 22 October 2019

Apply by sending a CV and covering letter of no more than 2 sides (12-point font) to the Finance Manager at recruitment@ilcuk.org.uk by 8am on Tuesday, 8 October. Please include the name of the role in the email subject.

We will review all applications after the closing date. Applications received after this time and date will be considered at the discretion of the organisation.

We don't expect anyone to meet all of the requirements of the person specification, but in the cover-letter please let us know why you think the role is for you.

Attention to detail is particularly important for this role and applications with spelling errors are unlikely to be shortlisted.

Shortlisted candidates

If your application is shortlisted for interview, you will be contacted by a member of ILC to arrange an interview time on the specified interview date. If you are unable to attend an interview on the specified day, we may be able to arrange an interview at another time, however this cannot be guaranteed.

Shortlisted applicants will be asked to provide evidence of their eligibility to work in the UK.

Unsuccessful candidates

We will let you know if you haven't been successful but unfortunately we are unable to offer feedback to candidates who are not shortlisted. On request we will provide written or telephone feedback to candidates who have been interviewed.

Work for us

Some of the staff benefits include:

Holiday entitlement

ILC employees are entitled to 25 days annual leave per year (pro rata), plus normal bank and public holidays. The ILC holiday year runs from 1 April YYYY to 31 March YYYY and is accrued on a daily basis.

Birthday annual leave

Employees are entitled to take their birthday as annual leave in addition to their normal holiday entitlement.

Working from home

At ILC we like to be flexible, where possible, and recognise that homeworking can be beneficial

Flexible working

It is ILC's policy to try to be flexible, where possible, on working patterns for all employees

Time off in lieu

From time to time, staff will be expected to work additional hours or at the weekend, for example during busy periods or to meet deadlines. In cases such as these, staff may be eligible for time off in lieu.

Training and staff progression

Staff are encouraged throughout their time at the organisation to discuss internal opportunities and any additional training they may wish to undertake. We give all staff, from permanent to temporary the space and guidance to grow and develop their careers and skills.

Family leave

We are supportive of employees with children through the provision of maternity (including an enhanced maternity package for employees with at least three years continuous service), paternity, parental and adoptive parents leave and shared parental leave.

Loans

Staff with a contract of employment of 12months or more are eligible to apply for an annual interest-free season ticket loan or a bike loan.

What it's like to work at ILC

"On my first day as an Intern at the ILC I was taking calls from 10 Downing Street.

On my second day I walked through that famous black door and discussed the impact of our rapidly ageing society with Parliamentarians. One month later I had back-to-back meetings in Brussels and Berlin to contribute to international health summits and three months later I was talking about ILC research live on the BBC's Sunday Politics.

I joined the ILC as a Policy, Communications and Events Intern in September 2015 having previously worked for a candidate in the 2015 General Election and having recently completed a Masters. I joined because I was keen to work across policy areas and disciplines for an organisation committed to public service. From my first day at the ILC I was entrusted with a degree of responsibility I imagine few interns enjoy.

Brilliant international colleagues drawn from politics, academia, City institutions and charities asked me what I would like to do at the ILC and then provided the support I needed to learn new skills and develop existing ones. Early on I was encouraged to suggest ideas for new research, practice project and event management and collaborate with a broad range of stakeholders to deliver new research and analysis.

I was able to try my hand at speech writing for our Chief Executive; writing research proposals; organising international events; managing a large social media presence; writing press releases and speaking to the media and representing the ILC at high-level meetings with senior policy-makers.

I've been fortunate enough to contribute to exciting and original work on the future of health and social care, economics and finance, housing and communities and transport and infrastructure. The ILC provides a valuable public service as the nation's leading think-tank focusing on rapid population ageing and what happens next and its close-knit team continue to shape public policy and discourse.

During my time at the ILC I have been promoted from Intern to Policy and Public Affairs Assistant, Officer and Manager. I've travelled from San Francisco to San Servolo, Brussels to Abu Dhabi to discuss work with which I am proud to have been associated. Working at the ILC is a great way to begin or develop a career in public policy and learn from an inspiring team of colleagues."

Dave Eaton, former Policy and Public Affairs Manager

"As a freshly-graduated Masters graduate (in Medical Anthropology) I joined the International Longevity Centre-UK as an intern in September 2010 and stayed a member of the team until June 2014. During that time I worked initially as a Research Assistant and later Research Officer, before moving over to a role focussed on communications across the whole think tank.

When I first started I was looking for a way in which I could be a researcher in such a way that had a positive impact on the outside world – and where communication with decision makers was as much part of the process as the research itself. It's a bit too easy to just speak to other researchers when you work in academia, so think tank research felt like a better option for me. A main draw to ILC was the standards they hold themselves to across their research. There's a lot of shoddy "evidence" bandied around in the name of evidence-based policy making and being part of a body of organisations and institutions quietly but firmly pushing back against this was just what I was after.

One of the great advantages of working in an organisation that explores a cross-cutting issue like population ageing is the exposure it gives you to different areas of policy. My starting interests were in health and social care, but during my time at ILC I also worked on projects on rural and community planning, intergenerational relationships – particularly those within the LGBT

community, and employment policies, among many others. I was also able to work on projects close to my heart – like co-editing a collection of essays on women's experiences of ageing and reflections on an ageing society from a feminist perspective.

I'm now a few months into my second job from my final role at ILC, as Policy and Communications Manager. As it was my first post-graduation job, it's easier now, looking back, to reflect on the things about ILC that made it such a good place to work – and how those set it apart as an employer. Chief among these assets is a great team of people who genuinely enjoy working together and with shared values for raising important issues and producing the best possible work together. As well as having some great working relationships during my ILC time I still consider my former colleagues as friends first and foremost.

Being part of a great team isn't just a nicety – it builds the groundwork for a great deal of trust within the organisation. In a small team working under deadlines and with external factors like parliamentary sessions setting your agenda, being able to trust my colleagues and knowing that I'm trusted to get on with my job means that things work smoothly despite these pressures. At an individual level, this translates into being given responsibility for your projects sooner rather than later. Even as an intern I was managing externally funded projects – knowing that there was support if and when I needed it. This was instrumental in building my confidence and initiative when working independently – skills I've probably used every working day since!

A highlight of my ILC time was working with members of the International Longevity Centre Global Alliance – you learn not only about how different countries are experiencing population ageing but also about different political and policy systems and how to bring about change in different settings. Throughout the course of my time with ILC I attended a number of international conferences, delivering presentations and representing the organisation from Dublin to Prague, Hyderabad to Tokyo. Not to be sniffed at for a first job!

The support I received as a member of the team was particularly impressive when you consider the size of the organisation. Time and efforts were put in by my colleagues to help me skill up and to access external training when required. There is a culture of skill-sharing and a desire, from Board level down, to see people do well within the organisation. I gained a huge amount from working there and would heartily recommend ILC as an employer and my friends and former colleagues as your future co-workers."

Jessica Watson, former Policy and Communications Manager

"As Head of Operations, I work closely with all members of the team, including the Board of Trustees.

My role is diverse and exciting. I've arranged events in the Houses of Parliament, Downing Street and the Science Museum, along with smaller more intimate dinners, breakfasts and lunches. I attend meetings with funders and stakeholders at all levels and have had opportunities to travel from early in my employment with ILC.

In my eight years at ILC I have been promoted a number of times, from Office and Events Assistant to Coordinator, Manager and now Head of Operations. The organisation has always given staff, both permanent and temporary, opportunities to grow and learn. We are encouraged to attend external events and courses and I am often nudged out of my comfort zone, which, although daunting from time to time, is exactly what I need.

As a trained actor, I took on various temping roles throughout my acting career, so joining ILC as a permanent member of the team was a big leap for me, and one that I am so pleased I took.

The organisation and the team have always been so supportive, providing guidance and encouragement throughout. We have such a dedicated team who are passionate about the work we do that one can't help but be influenced by this. I also received an incredibly warm welcome back in 2017 after 10 months of maternity leave which helped tremendously with the transition from 'new mum' to 'new working mum'.

ILC has been, and continues to be, a great organisation to work in and I cannot recommend it enough."

Lyndsey Gorely, current Head of Operations

I joined the ILC as a research fellow in 2014 – my first real job after a 5-year spell in academia.

During my two and a half years at the ILC I co-wrote more than 10 reports on varying subjects, from pensions and savings to migration and social care. I even contributed to an ambitious project on the future of the welfare state. Along the way I analysed dozens of datasets and learned new econometric techniques, at times from scratch. It was challenging, but also incredibly rewarding. From the very beginning I was given the opportunity to come up with new project ideas and pitch them to clients, something I was not quite used to, but ended up appreciating a lot.

Coming from academia, I had to adjust to the work style of a think tank. I had to learn how to emphasize the "so what" and simplify the language to attract media coverage. I will never forget the excitement I felt the first time my research was picked up by national newspapers. I also like to believe that some of the work I did has contributed to make a difference to people's lives, especially because I was often asked to provide figures for speeches in the House of Lords. I learned a great deal from my colleagues, not only on the topics they researched, such as dementia, but also about the workings of the political system in the UK.

We worked hard. We had some fights – yes, people fight about economics – but we had a lot of fun. I am immensely grateful for the opportunity of working at the ILC and I cannot recommend it enough.

Cesira Urzi Brancati, former Research Fellow