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| **Guidance** | |
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| A template must be completed for each Job Placement role that is being offered. For example, if the 30 Job Placements are split across two roles, clerical assistant and retail assistant, you need to complete two templates. Please do not use acronyms when completing this document. | |
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| DWP Bid Unique Identifier | To be completed by DWP only. |
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| Job Placement title | Enter the title of the Job Placement you wish to fill. |
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| Job Placement summary | Enter a description of the Job Placement. Include details of the main responsibilities of the role and the key activities that will be carried out. Please do not use bullet points for this information. Max Character Limit of 4000 |
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| Skills, experience and qualifications | Enter details of any skills, experience or qualifications that are preferred or required for the role. For example, a driving license. Please do not use bullet points for this information. Max Character Limit of 2000 |
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| Job category | To be completed by DWP only. |
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| Number of hours per week | Enter the number of hours per week. Only enter a 2 digit number (Minimum 25) |
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| Working pattern and contracted hours (including any shift patterns) | Enter the working pattern. Max Character Limit of 200 |
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| Hourly rate of pay | Enter the hourly rate of pay. If this will be the national minimum wage enter the wording: National Minimum Wage   See www.gov.uk for further information on the National Minimum Wage. |

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| Details of employability support (training opportunities/mentor) | Kickstart participants must be provided with support to improve their employment prospects to help them move into long-term sustained employment. Describe what support will be offered. This may have been included in your application to Kickstart. Max Character Limit of 2000  Note: If this is being provided by an intermediary body you should enter this here. |
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| Company name | Enter the company name for the Job Placement. |
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| Using the table please provide details for each Job Placement by location.   If there is one location complete the first line only. | The employer Job Placement reference number (where applicable).  The location and address where the Kickstart participant will be working.  The contact details for each Job Placement.  The preferred method that the applicant should contact you to apply, such as: email address for CVs, link to access an application form on your company's internet site, contact number and times to call if the application is to be made via telephone.  The number of Job Placements per location.  The maximum number of applicants you want DWP to refer to you. Please note that this is the number of applicants DWP will refer to your placements and not necessarily how many will go on to apply.  If known, indicate if public transport is available.   If known, enter the anticipated start date/s. |
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| Closing date for applications | Enter the final date that you want to receive applications. |

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| **DWP Bid Unique Identifier** |  |
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| **Job Placement title** | Finance Assistant |

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| **Company name** | Dance City | |
| **Job Placement summary** (Outline of the job description including key responsibilities and detail of the skills the young person will develop. Please provide as much detail as possible Please do not use bullet points) | | |
| We are the North East's biggest Dance Development Agency and have been established since 1990. In that time, we have grown to become one of the largest dance employers in the North of England. Now is an exciting time to be joining Dance City with ambitious plans to make Dance an everyday part of people's lives in the North East through exciting programmes. We are looking for a Finance Assistant who will work directly with the Finance Director. This is an exciting role for an ambitious young person who wants to work in the Arts, but also wants to learn about the business in the Arts.  Accounts: you will input on to Sage Accounts, purchase and sales invoices upon receipt ensuring correct nominal and departmental codes are used.  You will gather and maintain Sales ledger invoices and payments. You will assist in the processing of receipt of suppliers invoices posting payments onto Sage.    You will collate weekly takings and reconcile to the daily cash returns from Databox advising of any significant differences. You will prepare banking slips from the reconciled amounts and input analysis onto and journal/post to Sage. You will also prepare bank reconciliation for posting.  Wages: you will assist in the preparation of the monthly payroll, reconcile invoices/timesheets received to the relevant teachers working sheets. You will also prepare payments and distribute payslips and then prepare wages analysis and post journal to Sage.  You will assist in the year end process to the Inland Revenue producing all documentation to the Revenue and Employees.    Petty Cash: you will monitor petty cash ensuring sufficient funds are available.  General: you will assist in the provision of general finance administrative duties. These will include assisting in internal and external liaison, document production, record keeping and filing.  You will also assist with audits undertaken to the company finances, project and annual accounts. | | |
| **Essential skills, experience and qualifications** (please do not use bullet points) | | Office experience in finance/booking keeping is essential. The successful candidate will have administrative experience and will be literate, numerate and have excellent attention to detail.    They will be able to work well independantly and as part of a team with excellent communication skills. They will be confident in using Microsoft Office softaware, including a good working knowledge of Excel. | |
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| Job category (DWP use only) | |  | |
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| **Number of hours per week** | | 25 | |
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| **Working pattern and contracted hours** (including any shift patterns) | | Withing Monday to Friday 9am-6pm with occassional weekday evenings or weekends for meetings. To be mutually agreed after successful interview. | |
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| **Hourly rate of pay** | | National Minimum Wage | |

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| Details of employability support (training opportunities/mentor) | |
| First Aid Training, Health and Safety Training, Fire Marshall Training in house IT software training. Fortnightly group sessions with other Kickstart colleagues | |
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| Closing date for applications |  |

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| Using the table on the next page please provide details for each Job Placement by location. |

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| Employer Job Placement reference (where applicable)  12 Characters Max | Job Placement location and address (including post code) | Contact details for the Job Placement  Name (required)  Email address (required)  Telephone (optional) | How to apply for the Job Placement | Number of Job Placements at location | Maximum number of referrals per Job Placement | Is public transport available? Yes/ No/ Don't know | Anticipated start date/s (if known) |
| Fin. Assist | Dance City  Temple Street  Newcastle Upon Tyne  NE1 4BR | Philippa McArdle, HR Coordinator, philippa.mcardle@dancecity.co.uk | via Dance City website: www.dancecity.co.uk/about-us/jobsvolunteers/ | 1 |  | Yes | June/July |
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