

Role Profile

Job title	Finance & Support Officer
Salary	Up to £26,000 (dependent on experience)
Reporting to:	Business Administration Manager
Location:	Legacy Youth Zone, Croydon
Key Relationships:	Business Administration Manager, Shared Finance Manager, Treasurer, Director of Finance at OnSide, Youth Zone staff, young people, duty managers, Parents

Job Purpose:

To provide administration and finance support to enable the smooth running of Youth Zone activities, including but not limited to: running the Youth Zones' day-to-day financial procedures, assisting the Chief Executive and Business Administration Manager in recruitment, deputising in the absence of the Business Administration Manager and producing business reports.

Duties and Responsibilities

- To run the day-to-day financial procedures of the Youth Zone, including using Sage to post purchase invoices and raise sales invoices, preparing incoming funds for cash collection, and respond to finance queries.
- Post all bank transactions to Sage
- Reconcile all Youth Zone statements to Sage on a monthly basis
- Monitor and reconcile usage of the credit card and post journals to Sage each month
- To consolidate all purchase orders and petty cash
- To ensure that the cashing up is completed, and tallies and any discrepancies are followed up
- Manage the banking relationship with Handelsbanken
- Work together with the Business Administration Manager on the processing of monthly Payroll
- Support CEO with budget creation
- Work with the fundraising team to ensure that supporter and restricted funding is invoiced and consolidated on sage and regularly reported on
- To support the Business Administration Manager to establish and maintain the Youth Zone membership and volunteer database system.
- To deputise in the absence of the Business Administration Manager.
- To assist the youth work team in recording and evaluating work and providing reports, statistics and other relevant information as required, both internally and externally.
- To assist the Chief Executive and Head of Youth Work in monitoring progress against targets and measuring the impact of the Youth Zone.
- To carry out any other reasonable duties as requested by manager
- Manage cash courier collections and ordering change (when required)
- Process expenses in accordance with Youth Zone policies, ensuring that the correct approvals have been received prior to payment.

- Working with the Catering Supervisor to ensure that the catering stock count occurs each month and post to Sage
- Prepare Gift Aid Schedule and submit to HMRC
- This job description is not exhaustive and as such the postholder is expected to be flexible. Any changes will only be made following a discussion with the postholder.

Person Specification

Selection Criteria* A = Application Form I = Interview	Essential / Desirable	Method of Assessment
Experience		
Administration functions in a work or other setting	Essential	A & I
Working with finance systems such as Sage accounting	Essential	A & I
Working in an environment that involves dealing with the general public	Desirable	A & I
Experience using a membership system or database	Desirable	A & I
Experience of working with young people	Desirable	A & I
Experience with bookkeeping (e.g. transactions, bank reconciliations etc.)	Desirable	A & I
Monthly salaries/ liaising with payroll bureau	Desirable	A & I
Financial controls/ procedures (e.g. payment approval, monitoring cash, credit card use)	Essential	A & I
Qualifications		
GCSE in Maths and English or equivalent	Essential	A
A basic IT or computer literacy qualification	Desirable	A
Skills		
Excellent written and verbal communication skills	Essential	A & I
Highly developed IT skills including MS Office and databases	Essential	A & I
Excellent organisational, communication and interpersonal skills	Essential	A & I
Ability to cope with multiple demands and deadlines	Essential	A & I
Willingness to support the Youth Work team in ensuring a safe, fun and welcoming environment for all young people	Essential	A & I
Ability to diffuse pressurised situations while remaining calm and in control	Essential	A & I
Ability to work on own initiative and as part of a team	Essential	A & I
Excellent timekeeper	Essential	A & I
Knowledge		
Knowledge of the issues which effect young people and safeguarding	Desirable	A & I
Personal Attributes		
A willingness to work unsociable hours when required (including evenings and weekends)	Essential	I
Satisfactory DBS clearance and committed to safeguarding children	Essential	A & I
Flexible a willingness to cover events, holidays and staff absence	Essential	A & I

The strength of the OnSide Network and Legacy Youth Zone is the diversity of its people; we place huge value on different people doing things in different ways and we welcome applications from what might be

considered non-traditional backgrounds. The one thing we all have in common is our desire to raise the aspirations of young people across the country. Legacy Youth Zone are committed to safeguarding and promoting the welfare of children, young people and vulnerable groups.

For information regarding how OnSide Youth Zones processes your data, please click here:

<https://www.onsideyouthzones.org/applicant-privacy/>

Legacy Youth Zone are committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to an enhanced DBS check.

Application Process

Please complete the application form and send to recruitment@legacyyouthzone.org, together with

1. details of your current or most recent remuneration package and notice period;
2. any reasonable adjustments we can make to assist you in your application or the selection process.

Closing date for applications:

Midnight, 25 October 2021

Interview day:

Friday 29th October 2021



**ON-SIDE YOUTH ZONES
NETWORK VALUES**



YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

EXCELLENCE

We encourage ourselves and each other to be best we can be through continuous learning and improvement, and a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



AMBITIOUS

We are passionate and driven in taking on new challenges, embracing new ideas, and exceeding our ambitions for young people, the Youth Zones and our local communities.

COLLABORATIVE

We will create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.

