## Role Profile

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| **Job title** | **Systems & Finance Officer** | **Salary:** | Up to £25,000 |
| **Reporting to:** | HR & Systems Manager | **Holidays:** | 33 days including bank holidays |
| **Location:** | Unitas Youth Zone | **Hours:** | 40 hours per week (including evenings & weekends) |
| **The Person:** | We are looking for an energetic and focussed Systems & Finance Officer to support day to day financial processes and systems implementation at a hugely impactful charity – making a direct difference to the lives of children and young people.  You will be a pivotal member of the core delivery staff reporting to the HR & Systems Manager. You will be curious, with a sharp eye for detail and determined to ensure that the charity records and accounts accurately charitable spend and income, as well as promotes effective data analysis through systems implementation. | | |
| **Key Relationships:** | Youth Zone staff, young people, volunteers, parents, key partners in Unitas Youth Zone. | | |
| **Key Dates:** |  | | |

**Context of the post:**

Youth Zones are amazing places: accessible, vibrant, welcoming, fun and caring are just some of the words used by young people to describe their Youth Zone. Unitas Youth Zone opened in June 2019 and is part of the OnSide network of Youth Zones. Youth Zones are for young people aged 8 to 19, and up to 25 for young people with additional needs.

Many young people, particularly those from socio-economically deprived areas, face an endless maze of boredom, loneliness and temptation, with nowhere to go and a lack of inspiring and productive activities to occupy their leisure time. This can lead to negative impacts on their health, educational attainment and career prospects. These are the young people that will shape the country’s future prospects. It is this paradox that lies at the heart of OnSide’s drive to establish a national network of Youth Zones; a proven model of youth service provision that is aligned to community needs and supported by cross-sector funding. Youth Zones give 8-19 year olds, and up to 25 for those with a disability, affordable access to a broad range of sport, arts and employability services, designed to help them lead active, positive lives and raise their aspirations for themselves and their community.

Unitas Youth Zone is centrally located, dedicated to young people and makes a bold statement about the importance of giving young people high quality places to go in their leisure time. Open 7 days a week, at weekends and during school holidays, Unitas’ vision is to unite young people to achieve their full potential. The state-of-the-art £6.5 million building will provide young people with access to a range of activities, all offering young people the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. The facilities include a 3G pitch, a gym, sports hall and recreation area, and dance, arts, music and media suites.

Find out more by watching ….

<https://www.youtube.com/watch?v=Yb18h1TPRNE>

<https://www.youtube.com/watch?v=sZCMoDYEfTQ>

<https://www.youtube.com/watch?v=jymQsjY3ym4>

……it might just change your life!

**Purpose of Post:**

**Duties and Responsibilities - Detailed**

* Support the day-to-day financial control of the charity within budget agreed by the trustee board.
* Support the production of monthly management accounts and bank reconciliations
* Prepare reports as required for budget holders and funders
* Maintain the fixed asset register and process depreciation
* Processing gift aid and give as you earn
* Maintain monthly credit control on income receivable, chasing or invoicing where necessary and ensuring actions are made to trigger payment.
* Maintain the purchase ledger including processing of payments to suppliers.
* Maintain the Youth Zone’s payroll system including preparing monthly payroll, making payments and issuing payslips as well as making monthly Inland Revenue payments where necessary, overseeing Leavers and P45 processes
* Hold central responsibility for the administrative oversight of the Kronos automated time management system.
* Ensure that appropriate financial regulations and controls are in place and in use at all times.
* Act as cheque signatory for and authorize expenditure up to limits as agreed by the board of trustees.
* Working with colleagues record all donations, keeping accurate information about the activity for which funders were donate and liaising with the private sector fundraiser to ensure receipts and thank you letters are sent out.
* Liaising with HMRC and other agencies as required
* Implement year end procedures; prepare draft statutory accounts and audit file; liaise with auditors and accountants.
* Develop the data collection processes for young people’s monitoring data to meet data requirements for all programmes and at key points throughout the young person’s journey.
* Support and provide an advisory role in the specification of requirements and development of technology solutions to meet all monitoring and evaluation data collection, storage and performance reporting needs.
* Support the technical testing of monitoring and evaluation technology solutions, including user acceptance testing and data migration testing.
* To collate, input and analyse data onto the Salesforce system.
* To prepare and distribute member data to key people, partners and relevant organisations.
* To ensure timely submission of all claims to external funders and partners.
* To interrogate and interpret data.
* To liaise with the Senior Team and external funders with regards to findings and trends etc.
* To lead on the biometrics system for staff, volunteers and young people
* To ensure that all membership information is updated and current
* Researching and installing new systems procedures.
* To offer systems users appropriate support and advice
* To ensure that software licensing laws are adhered to.
* To report findings using various visual tools.
* Assist and support the HR and Systems Manager in all HR matters where required.
* Support the administration of the recruitment and selection process – create, maintain and update employee files, issuing contracts and other necessary documentation to all employees of the organisation and to maintain records of all issued documentation.
* To support the induction of staff through providing oversight of finance and systems processes.
* To promote and safeguard the welfare of children and young people at all times;

**Core competencies:**

**Young People First:**

* Meets and aims to exceed young people’s expectations through the lens of a first class sports offer and programme.
* Seeks opportunities to promote Unitas Youth Zone as a provider of excellent services whenever possible
* Implements systems to request and record young people’s feedback, participation and engagement rates in activity.

**#Oneteam**

* Resolves conflict between team members and others
* Seeks opportunities to break down any 'them and us' barriers
* Actively shows interest in team member issues and problems
* Demonstrates a ‘can do’ attitude that supports a solution focussed approach.
* Supports the wider professional development of a small delivery team, acting as someone who leads from the front supporting a culture of high performance and high challenge.

**Integrity**

* Delegates, monitors achievement and supports the work of others appropriately
* Takes responsibility for making and communicating decisions and moving things on
* Communicates and interprets complex information to others clearly and effectively
* Facilitates discussions to achieve collective objectives
* Gives constructive feedback and uses communication skills to motivate others.
* Owns situations when outcomes have not been as desired and shows resilience to bounce back

**Dream Big**

* Demonstrates ambition for young people
* Is able to look at ‘The bigger picture’.
* Has positive expectations of young people, oneself and their team.

**Be the Best Version of You**

* Is relentless in one’s determination for self-improvement and professional development.
* Creates an environment where change is positively embraced
* Finds solutions when faced with difficult situations
* Looks for ways to improve own and team performance

**Duties and Responsibilities - General**

* Be a role model for young people and present a positive “can do” attitude
* Take personal responsibility for own actions
* Commit to a culture of continuous improvement
* Work within the performance framework of Unitas and OnSide
* Represent Unitas Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
* Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct health and safety and equality and diversity to ensure all activities are accessible
* To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided)
* To assist with any promotional activities and visits that take place at the Youth Zone
* To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership
* To adhere to Unitas Youth Zone policies at all times, with particular reference to Health and Safety, Safeguarding and Equal Opportunities

**Application Process**

To apply for this position, download an application form from our website and email applications@unitasyouthzone.org

**In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS check**

**Person Specification**

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|  |  | **Essential** | **Desirable** |
| **Qualifications** | | | |
|  | A relevant professional qualification in accounting |  | ✓ |
|  | Management qualification i.e. Certificate in Higher Education in Business Management; Professional certificate in Business Management; Professional Certificate in Management |  | ✓ |
| **Experience** | | | |
|  | Proven experience of recording accounting transactions and maintaining accounting records | ✓ |  |
|  | Experience of bank reconciliations | ✓ |  |
|  | Experience of ensuring that financial procedures are adhered to | ✓ |  |
|  | Experience of producing management accounts, setting budgets and financial forecasts | ✓ |  |
|  | Experience of working at Board or Chief Executive level |  | ✓ |
|  | Good working knowledge of IT, spreadsheets, word processing and computerised accounts packages (Sage and Microsoft Office preferred). | ✓ |  |
|  | Experience of preparing and dealing with issues associated with payroll |  | ✓ |
|  | Experience of Systems Development |  |  |

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| Experience of working with Salesforce |  | ✓ |
| Experience of using Customer Relationship Management (CRM) databases | ✓ |  |
| Experience of developing reporting systems and data manipulation | ✓ |  |
| Experience of HR Administration | ✓ |  |
| Experience of working with young people |  | ✓ |
| Experience of working in a team and alongside volunteers |  | ✓ |

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| Excellent organisational skills | ✓ |  |
| Proven track record of working to targets and meeting deadlines | ✓ |  |
| Excellent computer skills for financial monitoring, evaluation and reporting | ✓ |  |
| Highly proficient in the use of Excel | ✓ |  |
| Ability to analyse and interrogate financial information and identify and report on trends and variance | ✓ |  |
| Excellent communication skills with ability to establish a rapport and communicate effectively with stakeholders- at all levels and from all sectors | ✓ |  |
| Ability to prepare and present information and reports to various audiences in a clear and concise manner | ✓ |  |
| The ability to work under pressure to cope with multiple demands and deadlines, to work fast and to a consistently high standard | ✓ |  |
| Experience of accounts within the voluntary sector |  | ✓ |

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| Proficiency with Microsoft Office, including Access and Excel | ✓ |  |
| Strong organisation and time management skills | ✓ |  |
| Strong analytical skills | ✓ |  |
| Excellent record keeping skills, both electronically and hard copies | ✓ |  |
| A high degree of accuracy in work practices and ability to cope well under pressure | ✓ |  |
| A flexible, adaptable and organised approach to work, exercising initiative and working independently as appropriate | ✓ |  |
| Attention to detail | ✓ |  |
| Strong problem solving skills | ✓ |  |
| Produce good written documents to a high standard | ✓ |  |
| Conscientious approach to work | ✓ |  |
| Keep up to date with new database technologies | ✓ |  |
| Ability to work to deadlines | ✓ |  |
| Ability to work under pressure in a fast moving environment | ✓ |  |
| Ability to develop good professional relationships with children, young people and adults |  | ✓ |
| Excellent written and verbal communication skills | ✓ |  |

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| **Personal Attributes** | | | |
|  | Demonstrate a commitment to the goals and drivers behind The Youth Zone/OnSide | ✓ |  |
|  | Enthusiasm and ability to contribute to the successful development of The Youth Zone. | ✓ |  |
|  | A willingness to work unsociable hours when required | ✓ |  |
|  | DBS clearance and committed to Safeguarding children | ✓ |  |

\*Selection criteria for guidance only, alternative methods may be used to assist the selection process

**The strength of the OnSide Network 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. Unitas Youth Zone is 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/

**Unitas Vision, Mission & Values:**

**Our Vision** at Unitas is to unite young people to fulfil their full potential.

**Our Mission** at Unitas is to ensure that children and young people, regardless of background, have fun, learn and develop; achieve their greatest potential through exceeding their own, their families’ and societies’ expectations of them.

**Our Values** at Unitas are front and centre of all we do. Young people at Unitas have identified values which are important to them. Our values will be ‘owned’ and modelled by all involved with the organisation and we will make no apologies in challenging those who fall short of our positive expectation



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| **Unitas Values:** |
| **Young People First:** We will show an absolute determination to unite young people in order to help them raise their aspirations and fulfil their potential. |
| **Be The Best Version of you:** We want everyone associated with Unitas to be the best they can be, to never settle for ‘just enough’ or ‘second best’ and to constantly strive to do more and to challenge each other for more. |
| **Integrity:** We want everyone associated with Unitas to act with integrity, to be honest and open, and to respect each other and the youth zone environment. |
| **#Oneteam:** All those associated with Unitas will display a willingness to work together and to form positive and collaborative relationships that strive for the best possible outcomes for young people. |
| **Dream Big:** We will support young people to achieve their goals helping them see that they can be whoever they wish to be and that they can have some fun along the way in a safe and nurturing environment. |