## Role Profile

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** | **Systems and Finance Officer** | **Salary:** | £25,000-£29,000 per annum depending on experience |
| **Reporting to:** | HR and Systems Manager | **Holidays:** | 33 days including bank holidays |
| **Location:** | Unitas Youth Zone, 76 Montrose Avenue, Edgware HA8 0DT | **Hours:** | 40 hours per week (occasional evenings and weekends) |
| **The Person:** | You will be a pivotal member of the operations team reporting to the HR and Systems Manager. You will be curious, with a sharp eye for detail and determined to ensure that the charity records and accounts accurately show charitable spend and income, as well as promotes effective data analysis through systems implementation | | |
| **Key Relationships:** | Youth Zone staff, young people, volunteers, Treasurer, HR and Systems Manager, Chief Executive, OnSide Finance Manager | | |
|  |  | | |

**Context of the post:**

Banet Youth Zone, named “Unitas” by local young people, was the second Youth Zone in London opened by the national charity, OnSide, in the summer of 2019. Unitas, like all OnSide Youth Zones, exists to give young people, particularly those who are disadvantaged, somewhere to go, something to do and someone to talk to. Each Youth Zone is open 7 days a week, all year round, with the purpose of supporting young people to become happy, healthy, and successful adults.

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 including school holidays, the Youth Zone’s vision is to unite young people to fulfil their full potential.  The state-of-the-art £6.5 million building provides young people with access to a range of activities, all offering young people the opportunity to try new things, meet new friends and gain new experiences.

**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 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 always adhere to Unitas Youth Zone policies, with reference to Health and Safety, Safeguarding and Equal Opportunities
* To be willing to step in and step up, and not see the below set of duties and responsibilities as exhaustive

**Duties and Responsibilities - Detailed**

* Support the day-to-day financial controls of the charity within the budget agreed by the Trustee board and ensure that appropriate financial regulations and controls are in place and in use at all times
* Support the production of monthly management accounts by ensuring all transactions are correctly inputted into SAGE in a timely manner
* 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 payments to suppliers
* Process expenses in accordance with Youth Zone policies, ensuring the correct approvals have been received prior to payment
* Prepare bank and cash reconciliations
* Working with colleagues record all income into SAGE, keeping accurate information about the activity for which funders were donate
* To support the timely submission of all claims to external funders and partners
* Prepare reports as required for budget holders, and to proactively support budget holders with planning their yearly spend
* Maintain the fixed asset register and support to process depreciation
* Processing Gift Aid and support the production of Gift Aid reports
* Maintain the Youth Zone’s payroll system including preparing monthly payroll, making payments, and issuing payslips as well as making monthly HMRC-PAYE payments where necessary
* Hold central responsibility for the administrative oversight of the Kronos automated time management system
* Liaising with HMRC and other agencies as required
* Support the OnSide Finance Manager with any analysis regarding year end accounts, and facilitate the annual audit
* Manage cash courier collections and ordering change (when required)
* Reconcile deposits to cash takings sheet and highlight any variances
* Working with the relevant staff to ensure that stock-taking occurs each month
* Researching and installing new systems procedures
* To offer systems users appropriate support and advice
* To lead on the biometrics system for staff, volunteers, and young people
* Assist and support the HR and Systems Manager in all HR matters where required
* To support the induction of staff through providing oversight of finance and systems processes
* To always promote and safeguard the welfare of children and young people
* To carry out and other reasonable duties as requested by the line manager or senior management

**Person Specification**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | **Essential** | | **Desirable** | |
| **Qualifications** | | | | | | | |
|  | A relevant professional qualification in accounting | | |  | | ✓ | |
| **Experience** | | | | | | | |
|  | Proven experience of recording accounting transactions and maintaining accounting records using SAGE | | | ✓ | |  | |
|  | Experience of bank reconciliations | | | ✓ | |  | |
|  | Experience of ensuring that financial procedures are adhered to | | | ✓ | |  | |
|  | Experience of producing management accounts, setting budgets and financial forecasts | | | ✓ | |  | |
|  | Good working knowledge of IT, spreadsheets, word processing and computerised accounts packages (SAGE and Microsoft Office) | | | ✓ | |  | |
|  | Experience of preparing and dealing with issues associated with payroll | | |  | | ✓ | |
|  | Excellent organisational skills | | | ✓ | |  | |
|  | Proven track record of working to targets and meeting deadlines | | | ✓ | |  | |
|  | 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 | | | ✓ | |  | |
|  | Proficiency with Microsoft Office | | | ✓ | |  | |
|  | Strong organisation and time management skills | | | ✓ | |  | |
|  | Excellent record keeping skills, both electronically and hard copies | | | ✓ | |  | |
|  | A high degree of accuracy in work practices | | | ✓ | |  | |
|  | A flexible, adaptable, and organised approach to work, exercising initiative and working independently as appropriate | | | ✓ | |  | |
|  | Strong problem-solving skills | | | ✓ | |  | |
|  | Conscientious approach to work | | | ✓ | |  | |
| **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 | ✓ | |  | |

**ADDITIONAL INFORMATION**.

Unitas 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. The strength of the OnSide Network of 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. We are an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.