

INTO UNIVERSITY

Finance Assistant



Finance Assistant

My name is Rachel Carr and I am one of the founders of **Into**University and its current CEO.

We're an award-winning charity that runs local learning centres which provide an education programme addressing underachievement and social exclusion. We target children and young people most at risk of failing to meet their potential to go to university due to economic, social, cultural, or linguistic disadvantage. **Into**University provides practical learning support and motivational and confidence-building activities for children and young people aged 7-18.

As the UK's leading university access organisation, our staff are transforming the fortunes of thousands of young people each year. We have thirty-one centres and extension projects across the country, with ambitious plans to scale-up our provision further over the coming years.

At this exciting time in our evolution, we're looking for a full-time Finance Assistant to provide critical support for our finance team in a period of rapid growth.

You will support the close-knit and friendly finance team with the day-to-day financial administration of the charity. You will work closely with the Finance Manager to ensure the effective operation of the charity's purchase ledger, banking and accounting processes. Experience of finance is not a prerequisite – rather, we are looking for skills and aptitude. However, you must be able to demonstrate a high level of numeracy, good written communication skills, and a working knowledge of Microsoft Excel.

Crucially, you will also have a genuine passion for the mission and values of **Into**University. If you believe that all young people deserve the chance to achieve their potential regardless of their background and want to play a part in helping them succeed, then we would be delighted to hear from you.

Thank you very much for your interest and I look forward to receiving your application.



Rachel Carr

Dr Rachel Carr, Chief Executive Officer and Co-Founder

Finance Assistant

At a glance

Location

IntoUniversity Head Office, North Kensington, London, W11 4EQ.

Salary

£23,200 (including London contribution of £1,200)

Start date

20th April 2020 (or as agreed)

Working hours

9:00am – 5:30pm

25 days' holiday

+ bank holidays
+ additional 2 closure days at Christmas
+ additional length of service entitlement

Staff benefits

- Staff in FOCUS – staff rewards, competitions and prizes
- Interest-free new starter loans of up to £1,000
- Summer working hours
- Generous pension scheme

Line management

You will be line managed by the Finance Manager

Application deadline

30th March 2020 (9am)

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To apply

Please note that we are looking for a candidate who is willing to commit to develop this role for a minimum of two years.

Please apply online by **9am on Monday 30 March**. You can find the link to our online application system at: <https://intouniversity.org/content/current-opportunities>

When you apply you will be asked to answer some short questions and to upload the following:

Covering letter: Please tell us why the position appeals to you, why you would like to work for our charity, and how your skills and experience demonstrate your suitability for the role. (Not more than 600 words)

Current CV: This should include full education and employment history (including dates, with no gaps left unexplained).

We particularly welcome applications from male and/or black and minority ethnic candidates as they are currently under-represented within IntoUniversity.

Finance Assistant

What will my main duties be?

- To support the Director of Finance and Finance Manager with the day-to-day operation of the charity's financial systems.
- To ensure the timely processing and accurate recording of the charity's supplier, expense and credit card payments.
- To take responsibility for the banking process, setting up payments for authorisation and accounting for cash transactions, and preparing monthly bank reconciliations.
- To act as the primary point of contact for petty cash for the network, processing head office petty cash transactions, processing centre petty cash reconciliations, and arranging the distribution of petty cash to the charity's centres using the charity's top-up card system.
- To produce monthly income reports for the fundraising team.
- To act as the main point of contact for the charity's suppliers and to provide timely remittance advice.
- To develop a good understanding of how our accounting software, Aqilla, works.
- To support the Finance Manager in the production of monthly centre spending reports for Centre Leaders with accompanying commentary.
- To assist with the preparations for the annual external audit.
- To work with the rest of the head office team to provide executive administrative support to the Senior Management Team in relation to the general smooth running of the charity.
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

Finance Assistant

Who are we looking for?

Successful applicants will:

- Be highly numerate with an interest in finance.
- Be computer literate, familiar with Microsoft Excel, and able quickly to learn how our database functions.
- Be able to analyse and summarise information clearly and accurately.
- Take pride in being supremely efficient and very well organized.
- Be able to work well both independently and within a team.
- Be someone who actively seeks solutions to problems.
- Be self-motivated with a positive attitude and have the ability to work flexibly.
- Be highly resourceful and able to learn very quickly.
- Have good written communication skills.
- Have discretion and tact in dealing with confidential information.
- Be able to work effectively under pressure, meet tight deadlines and pay excellent attention to detail.
- Be able to demonstrate commitment to taking a full and active part in the life of **Into**University.
- Ensure the ethos and value of the charity are maintained.