

# IntoUniversity

## Finance Officer

IntoUniversity 



# Welcome from our CEO Dr Rachel Carr



**Dr Rachel Carr**  
Chief Executive Officer  
& Co-Founder

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

**We're an award-winning charity** that runs local learning centres in the heart of communities where the young people we support live. Our centres provide an innovative education programme which includes practical learning support and motivational and confidence-building activities for children and young people aged 7-18. Our aim is to inspire students from the least advantaged neighbourhoods to broaden their horizons and achieve their full potential. From Autumn 2022 we will have thirty-nine centres and extension projects across England and Scotland, with **ambitious plans to scale-up our provision further over the coming years.**

We're looking for a **Finance Officer** to join our close-knit finance team. You will work closely with the Financial Controller on the charity's accounting, financial reporting and budgeting processes. This is an exciting role - you'll be working on reports for some of the charity's key stakeholders, from members of the Senior Management Team to external funders. Experience of finance is not a prerequisite – rather, we are looking for skills, aptitude and potential. However, you must be able to demonstrate a high level of numeracy, excellent oral and written communication skills, and a good knowledge of Microsoft Excel is important.

If you're looking to start your career in finance, this is an ideal opportunity for you to learn about finance from the grassroots up. You will be fully supported with a thorough in-house training programme, and we'll also provide you with assistance to complete the CIMA Certificate in Business Accounting, with the opportunity to then progress to the full CIMA qualification.

**As a charity with social mobility as its core objective, IntoUniversity is wholly committed to equality of opportunity.** We work with children and young people from a diverse range of backgrounds, and we believe that our staff team should be similarly diverse and representative.

**The more inclusive we are, the better our work will be, and we recognise that we have much more to do in this regard.** We are committed to building a culture where students, staff and volunteers are valued for the unique people they are. We therefore encourage applications from candidates from as wide a range as possible of ethnic, cultural and social backgrounds. In particular, we actively and warmly welcome applications from Black, Asian and minority ethnic candidates, male candidates and candidates with a disability as they are currently under-represented within **IntoUniversity**.

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

A handwritten signature in black ink that reads "Rachel Carr".

# The role at a glance



## The role at a glance

### Contract

Full-time, permanent

### Start date

As soon as possible, and no later than 1<sup>st</sup> August 2022

### Working hours

9:00am – 5:30pm  
Monday to Friday

### Salary

£26,000 from 1<sup>st</sup> August 2022  
(inclusive of London contribution of £2,000).

*For a successful candidate starting earlier, the salary will be £24,100 (inclusive of London contribution of £1,600) until 31<sup>st</sup> July 2022.*

### Management

The postholder will be managed by the Financial Controller

### Location

Head Office, 95 Sirdar Road, London W11 4EQ

### Annual leave

33 days (inc bank & public holidays)  
+ additional 2 closure days in December  
+ additional length of service entitlement  
(one day per year of service, up to 5 days)

### Staff benefits

- Employee Assistance Programme
- Staff in FOCUS – rewards, competitions and prizes across the year
- Interest-free new starter loans of up to £1,000
- Summer working hours
- Cycle to Work Scheme and Travelcard Loan Scheme

## Key Dates

**Application deadline: 9am on 4<sup>th</sup> April 2022**

However, we will be assessing applications on a rolling basis and we reserve the right to recruit earlier, so please submit your application as soon as possible.

Please contact [jobs@intouniversity.org](mailto:jobs@intouniversity.org)  
for more information

## Safer recruitment

Please note that in line with our Safer Recruitment practices, successful candidates will be subject to an enhanced DBS check if selected for this role.

The charity's policy on the recruitment of ex-offenders can be found [here](#) and you can find full details of DBS's code of practice [here](#).





# Application and selection process



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## Application process

The online application form can be found [here](#). The deadline for applications is 9am on 4<sup>th</sup> April 2022 – however, we will be assessing applications on a rolling basis and we reserve the right to recruit earlier, so please submit your application as soon as possible.

Please visit our website at <https://intouniversity.org/content/current-opportunities> to apply via our online portal. You will be asked to:

1. Upload your covering letter: Please tell us why the position appeals to you, and how your skills and experience demonstrate your suitability for the role (not more than 600 words).
2. Upload your current CV, which should include full education and employment history (including dates, with no gaps left unexplained).
3. Answer some short questions reflecting upon how you have demonstrated the **Into**University values of Talent, Quality, Compassion, Aspiration and Teamwork.
4. Provide details of two referees (to be contacted upon successful appointment to the role). One of your referees should be your current or most recent employer.

## Selection process

If you are shortlisted, we will invite you to attend a selection day at our Head Office.

All those invited will participate in a panel interview and some individual activities. When we write to you, we will provide further details about the format of the day.

## Accessibility and adjustments

**We are committed to providing reasonable adjustments throughout our recruitment process and we'll always endeavour to be as accommodating as possible.**

If you require a different format of the application form, such as large print or Word format, or if you would like to discuss any specific requirements, please get in touch with us at [jobs@intouniversity.org](mailto:jobs@intouniversity.org) or call 0207 243 0242 and ask to speak to a member of the HR Team.

For further information on accessibility and adjustments during our recruitment process, and our commitments as a Disability Confident Committed Employer, please visit the Accessibility FAQs page on our website at <https://intouniversity.org/content/accessibility>





**Who are we  
looking for?**



## Who are we looking for?

You will enjoy problem solving, have the ability to produce well-presented documentation and be proactive in helping us to improve and innovate. You will also have excellent IT skills including a strong grasp of Microsoft Excel.

We are looking for people who can demonstrate our values: **Talent, Quality, Compassion, Aspiration and Teamwork.**

### Talent:

At **IntoUniversity**, we value and recognise the talent of every person.

**Are you someone who enjoys bringing out the best in yourself and others?** We need staff who will support others to succeed and who are ambitious to enhance their own professional development.

### Quality:

At **IntoUniversity**, we complete everything to the highest possible standard

**Are you someone who is hard working and has the commitment to see things through?** We need people who take pride in their work and who thrive working independently as well as part of a team. You'll be meticulous, organised and have excellent attention to detail in order to produce high quality work to tight deadlines.

### Compassion:

At **IntoUniversity**, we practise pastoral, long-term care

**Do you have a genuine passion for the mission and values of our charity?** We work to transform the landscape of Higher Education in the UK; our finance work is crucial in ensuring that our centres can operate and we can continue to support young people.

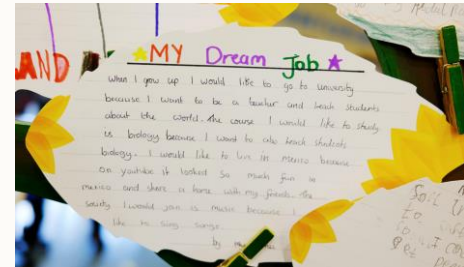
### Aspiration:

**Are you someone who has a positive outlook?** You will have a growth mind-set, being keen to develop your skills and being proactive in helping the team to improve and innovate.

### Teamwork:

At **IntoUniversity**, we promote teamwork and togetherness

**Are you someone who is kind and supportive of others?** We need team members who will be committed to building an inclusive culture in which everyone is valued for the unique people they are.



# The main duties of the role



## What will my main duties be?

- To support the Financial Controller to produce high-quality monthly management accounts for the Director of Finance, CEO, Trustees and key stakeholders, setting out the results of the charity for the month and year-to-date with accompanying commentary, an analysis of the charity's financial position, and cashflow forecasting.
- To work with the Financial Controller on the finance month-end timetable, ensuring that all balance sheet reconciliations and journal postings are completed on a timely basis.
- To produce monthly centre spending reports for Centre Leaders with accompanying commentary.
- To act as the first-line contact for Centre Leaders on the resolution of financial reporting and budgeting queries.
- To help maintain the charity's accounting system Aqilla and all its financial functions, and to support the Financial Controller on development work in Aqilla.
- To learn about fundraising across the charity and be able to support the Financial Controller in the management of funding reports and the production of funding budgets and reports.
- To work with the purchase ledger team to oversee rental and service charges for the Charity's centres, liaising with landlords and ensuring charges are in line with lease commitments.
- To act as a key liaison for the annual audit, working with the Financial Controller to prepare a comprehensive audit file of the year's financial information for the auditors and assisting with auditor queries as required.
- To support the Financial Controller and Director of Finance in the preparation of the charity's annual statutory accounts.
- To support the Financial Controller and Director of Finance on the production of the charity's annual budget.
- To review service providers to ensure the charity is getting best value for money.
- To work with the Financial Controller to update the charity's finance procedures manuals on an annual basis, ensuring that guidance is up-to-date and that processes are operating effectively.
- Undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

# Get in touch

If you would like to find out more  
please visit our website [www.intouniversity.org](http://www.intouniversity.org),  
call us on **020 7243 0242**  
or email [jobs@intouniversity.org](mailto:jobs@intouniversity.org)

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**Into**University 

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