

# IntoUniversity

Finance Assistant

April 2022

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.

**As the UK's leading university access organisation**, our staff team is helping thousands of young people each year. 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 are looking for a Finance Assistant to join our Finance team.** You will support the close-knit and friendly finance team to ensure the effective operation of the charity's purchase ledger and banking processes. You don't need to have experience of working in a finance role - 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.

**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.

**If you believe that all young people deserve the chance to develop their talents** 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*

## The role at a glance

### Contract

Full-time, permanent

### Start date

As soon as possible, to be agreed with candidate

### Working hours

9:00am – 5:30pm  
Monday to Friday

*We are open to other working hour structures - please do get in touch if you'd like to discuss*

### Salary

Start salary of £24,100 (including London contribution of £1,600), rising to £26,000 on 1st August 2022 (including London contribution of £2,000).

### 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 16<sup>th</sup> May 2022

### Selection day:

20<sup>th</sup> May 2022

## Application and selection process

The first stage is to complete our online application form **before 9am on 16<sup>th</sup> May 2022**.

You can find the link to this on our website at:

<https://intouniversity.org/content/current-opportunities>

You will be asked to:

1. Upload your covering letter: Please tell us why the position appeals to you, why you'd like to work for **Into**University, 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).

**We will invite shortlisted candidates to attend an initial interview on 20<sup>th</sup> May 2022**. We will also ask you to complete a short exercise on the day to look at your Excel and written communication skills.

**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>



### 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](#).

## What will my main duties be?

Working in the finance team, your responsibilities will be:

- To ensure the timely processing and accurate recording of purchase invoices, expenses and credit card payments.
- To administer the banking process, accounting for cash transactions, and preparing monthly bank reconciliations.
- To be responsible for the management of the payment run process and to set up payments for authorisation.
- 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 be responsible for ordering on behalf of the Head Office team and the management of the office supplies.
- To act as the main point of contact for the charity's suppliers and to provide timely remittance advice.
- To support the finance team as required with ad-hoc accounting or reporting.
- To develop a good understanding of how our accounting software, Aqilla, works.
- To assist with the preparations for the annual external audit.
- To ensure compliance with all necessary regulations and legal requirements, including the Children's Act, Equal Opportunities, Data Protection Act, Health & Safety and Working with Vulnerable Groups
- To champion diversity and inclusion in your role at all times, referring to the Diversity and Inclusion Staff Responsibilities Guide.
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post

# Who are we looking for?

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

NB we do not require candidates to have finance experience

## Talent:

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

**Are you someone who enjoys motivating others by reinforcing their self-belief?** We are looking for a Finance Assistant who will work part of our close-knit finance team and will support the other members of the team to be the best that they can be.

## 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 a Finance Assistant with a growth mindset, embracing challenges and reflecting on how to develop and improve.

## Compassion:

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

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

## Aspiration:

At **IntoUniversity**, we behave aspirationally and positively

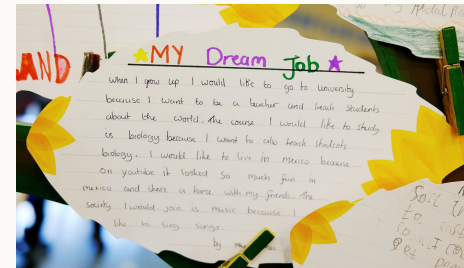
**Are you someone who has a positive outlook?** We need team members to be able to demonstrate a positive 'we can' ethos when responding to challenges. You will also need excellent communication skills, including written communication with the staff team or suppliers.

## Teamwork:

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

**Are you someone who enjoys working as part of a team to achieve shared goals?** We work to transform the landscape of Higher Education in the UK and we want people with the vision and drive to help us make that a reality.

You will be supportive of colleagues, students and stakeholders and committed to building an inclusive culture in which everyone is valued for the unique people they are.



# 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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