

# IntoUniversity

Finance Assistant  
(part-time: 18.75 hours per week)

December 2024

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** running local learning centres in the heart of the communities where the young people we support live. Our centres provide a high-impact education programme which includes practical learning support, pastoral care, and motivational and confidence-building activities for young people aged 7-18. Our aim is to enable students from the least advantaged neighbourhoods to realise their ambitions and achieve their wonderful potential.

**As the UK's leading university access organisation,** our staff team is helping over 56,000 young people each year. We currently have 44 IntoUniversity centres across England and Scotland, with **ambitious plans to scale-up our provision further over the coming years.**

**We are looking for a part-time 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.

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

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

## About Us

**IntoUniversity provides local learning centres where young people are inspired to achieve.**

At each local centre, **IntoUniversity** offers an innovative programme that supports young people from disadvantaged neighbourhoods to attain their chosen aspiration, including further and higher education, employment and work-based training.

Our mission is to provide local support that can break cycles of disadvantage and open up new opportunities for young people. We believe in the talent of every young person, and do not limit our support to those young people who have been labelled 'bright' or 'gifted'. We believe that, with support, every young person can progress to an excellent post-school destination and we are committed to helping them on this journey.

Our network has grown to 44 centres across England and Scotland – from Newcastle to Norwich and East Ham to Edinburgh – supporting over 50,000 young people each year. But each centre is just like our very first: a local hub for young people, based on their doorsteps.



# The role at a glance



## The role at a glance

### Contract

Permanent, part-time (18.75 hours per week)

### Start date

As soon as possible

### Working hours

The charity's working hours are 09:00 to 17:30, Monday to Friday. The ideal working pattern for this role would be two full working days of 7.5 hours (based in the office), with a further half day of 3.75 hours (which you may choose to work from home). However, we are happy to discuss other working hours structure with you – for example, 3.75 hours per day, 5 days per week.

We operate core working hours in Head Office so on a full work day, you can choose to start early and finish early (e.g. 8:00 to 16:30), or start later and finish later (e.g. 9.30 to 18:00).

We are a delivery organisation providing frontline educational services for young people. We are an organisation with team members at different stages of their career, including many in their first roles: we are committed to nurturing talent and providing a developmental culture for all. Our Head Office team works in-person 80% of the time.

### Salary

£30,000 (including £2,600 London contribution) pro rata  
£15,000 (including £1,300 London contribution for a 18.75 hour week.

### Location

IntoUniversity Head Office, 95 Sirdar Road,  
London W11 4EQ

### Annual leave

33 days (inc bank & public holidays)  
+ 3 closure days (two in December and one in July)  
+ additional length of service entitlement  
(one day per year of service, up to 5 days)

### Staff benefits

- Employer pension contributions of 6% (and up to 8% after two years)
- Year round 'early finish' Fridays at 4.30pm, and summer working hours (finish at 1pm on Fridays for six weeks in the summer). These are pro-rated for part-time staff with equivalent mechanisms in place if not working Fridays.
- Employee Assistance Programme including access to wellbeing and legal support
- Life Assurance scheme with AIG including SmartHealth service with access to 24/7 online GP appointments
- Interest-free new starter loans of up to £1,000
- Cycle to Work Scheme and Travelcard Loan Scheme
- Enhanced maternity, paternity, shared parental and adoption pay and sick pay allowances
- Staff in FOCUS – rewards, competitions and prizes across the year

## Key Dates

### Application deadline

9am  
Wednesday  
8th January  
2025

### Interview Day (in person)

Friday 17th  
January 2025

Please ensure that you are available on these dates



# Application and selection process



# Application and selection process

## How do I apply?

The first stage is to complete our online application form before **9m** on **Wednesday 8th January 2025**.

You can find the link to our application form [here](#).

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)

## What is the selection process?

**We will invite shortlisted candidates to attend an in-person interview on Friday 17th January 2025.** We will also ask you to complete a short exercise on the day to look at your Excel and written communication skills.

You can read about the qualities that we're looking for on the following pages of this job description.

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 in England, and to a PVG scheme membership check if selected for this role in Scotland.

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](#) and full details of Disclosure Scotland's code of practice [here](#). You can also find our Safeguarding Policy [here](#).

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# 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?

At IntoUniversity we believe that our values should be a part of everything that we do. They shape our culture as an organisation.

### 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

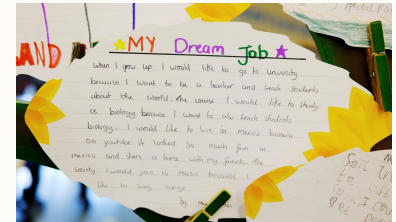
**Are you someone who has a positive outlook?** We need team members to be able to demonstrate a positive 'we can' ethos when responding to challenges. You will also need excellent communication skills, including written communication with the staff team or suppliers.

### 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.



# The main duties of the role



## 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 and expenses.
- To be responsible for the weekly payment run process for expenses, administering expense requests and setting 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 the scheduling of the payment run process.
- To support the finance team with the charity's ordering requirements.
- 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

# 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)

**IntoUniversity** Head Office  
95 Sirdar Road, London, W11 4EQ

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