

IntoUniversity

Finance Officer



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 56,000 young people each year at its 44 learning centres and extension projects across England and Scotland, and we plan to scale-up our provision to 50 centres 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 the staff who lead our centres through to members of the Senior Management Team and 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 signature is fluid and cursive, with a long, sweeping underline.

The role at a glance



The role at a glance

Contract

Full-time, permanent

Start date

14th July 2025, or as otherwise agreed with candidate

Working hours

09.00 - 17.30

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 team works in-person 4 days per week with 1 day working from home.

Location

The role would be based at our Head Office in London.

Salary

£30,950 per annum (inclusive of £2,700 London contribution)

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
- Summer working hours (finish at 1pm on Fridays for six weeks in the summer), pro-rated for staff joining after January in the same year
- Employee Assistance Programme including access to wellbeing and legal support
- Life Assurance scheme with Aviva 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

Wednesday 11th June (9am)

Interview Day (in-person at our Head Office)

Thursday 19th June

Please ensure that you are available on this date.



Please contact jobs@intouniversity.org for more information

Application and selection process



Application process

What is the selection process?

1. Application Submission

Please complete your application [here](#) where you'll be asked to upload your CV, a Covering Letter and answer some questions related to the role and our values, before **9am Wednesday 11th June**

2. Application review

The shortlisting panel will then review your application to ensure your qualifications and experience align with the role and your values align with our charity.

3. Interview (in-person)

We will invite shortlisted candidates to attend interviews with members of our management team at our Head Office. We will also ask you to complete a short written and Excel exercise to assess your skills and competencies for this role. Interviews are scheduled to take place on **Thursday 19th June**.

We will also be in touch with candidates who are not shortlisted to let them know.

4. Outcomes

After the final interview, we will contact the successful candidate with an offer, and will offer feedback to candidates who have attended the interview and are not successful.

Use of AI

At **Into**University, we might use technology to help us to manage the recruitment process, but we don't make decisions based on artificial intelligence (AI). We have a human approach to hiring and all applications are reviewed and assessed by our team.

Similarly, we recognise that AI can be a useful tool to support you when you're applying for a job, but what we are most interested in is hearing about is **your** individual motivation, experience, skills and values, so please be yourself!

There are ways that AI can be really helpful - for example, you might choose to use it to proofread your application, including checking for spelling mistakes or helping with formatting.

There are also some pitfalls to avoid when using AI. To ensure that your application stands out, avoid standard AI answers, and make sure that your responses reflect your own thoughts and experiences. For example, we'd strongly suggest that you don't ask AI to answer why you want to work for **Into**University - the AI software doesn't know what motivates you. We want to hear from you!

And of course, we have no expectation for candidates to use AI - if you'd prefer not to use AI at all, that's absolutely fine.

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 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 take pride in being supremely efficient and very well organised, and you will actively and successfully seek solutions to problems.

You will have excellent interpersonal skills and be able to communicate effectively with a broad range of people – from new staff members to Trustees and university partners

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.

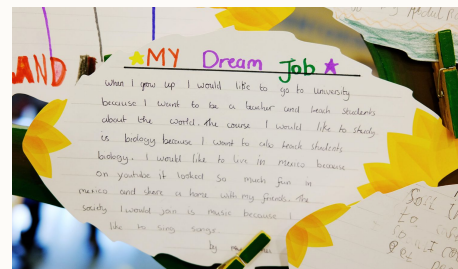
Aspiration:

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 excited at the prospect of working within a supportive team environment? We need team members who will support others to succeed and who will be committed to building an inclusive culture in which everyone is valued for the unique people they are.



Eligibility for the role

In order to be eligible for the role, applicants must be able to demonstrate they have:

- The qualities shown on the previous 'Who are we looking for' slide
- Excellent Microsoft Excel skills, including the ability to learn and integrate new functionality into your work
- Strong oral and written communication skills, adaptable to different audiences
- Experience of successfully working with a range of stakeholders (whether in a paid or voluntary capacity)
- Experience of working in a finance team or in the charity sector is beneficial (but not essential)

Applicants must also:

- Have completed (by time of start date) an undergraduate degree to a 2.2 or higher.
- Have the right to work in the UK (please note that as a charity we do not have the capacity to sponsor work visas).

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 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](#).



Training

What training will I receive?

You will begin with a blend of formal induction training and on-the-job training when you take up the role in order to learn everything you need to prepare you for your new job.

Appointees will take part in further training in summer 2025 alongside new members of our programme delivery team.

During your employment you will also take part in our Leadership Exploration and Development Programme (LEaD), where you will receive further training on how to set and achieve meaningful goals for personal and professional growth, as well as further examining our values and your role in the wider organisation and having the opportunity to consider and develop your own leadership profile.

There will be further professional development opportunities specific to your role



The main duties of the role



What will my main duties be?

Job Purpose

The Finance Officer works with the Finance Team to support the charity's financial operations, ranging from advice and for its staff team and network of centres, through to vital financial reporting for management and key stakeholders.

Key responsibilities

- To support the Financial Controller to produce high-quality monthly management accounts for the Chief Financial Officer, 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 production of funding budgets and reports..
- To work with the purchase ledger team to oversee rental and service charges for the Charity's centres, 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 Chief Financial Officer in the preparation of the charity's annual statutory accounts.
- To support the Financial Controller and Chief Financial Officer 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.
- Maintain the ethos and values of the charity and positively promote the work and activities of the charity at all times.
- Champion diversity and inclusion in your role at all times, referring to the Diversity and Inclusion Staff Responsibilities.
- 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,
call us on **020 7243 0242**
or email jobs@intouniversity.org

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