

FINANCE & ADMINISTRATION ASSISTANT

JOB TITLE:	Finance & Administration Assistant	SALARY:	Up to £24,419 dependent on experience (pro-rata)
REPORTING TO:	Business Administration Manager	HOLIDAYS:	33 days including bank holidays (pro-rata)
LOCATION:	HideOut Youth Zone	HOURS:	30 hours per week (including some evenings & weekends)

KEY RELATIONSHIPS: Business Administration Manager, HideOut Youth Zone staff, volunteers and stakeholders, and young people and parents

A BIT ABOUT HIDEOUT

Now two years into its delivery and open 7 days a week, including school holidays, HideOut Youth Zone's purpose is to help young people grow to be happy, healthy and successful adults. Our state-of-the-art £6.6 million building provides young people with somewhere to go, something to do and someone to talk to. Facilities include a 3G pitch, climbing wall, gym, sports hall and recreation area, and dance, arts, music and media suites. As HideOut moves into the next stage of its journey, the next three years will see the evolution of the delivery, facilities and opportunities for young people across Manchester.

WHAT IS THE ROLE?

The Finance & Administration Assistant plays a critical role in HideOut's mission to provide young people with affordable access to fun and inspiring opportunities, all designed to help them lead active, positive lives and raise aspirations. The role holder will provide finance and administrative support to enable the smooth running of the Youth Zone's activities, including but not limited to: day-to-day finance tasks such as cash counting, bank reconciliations, placing orders and processing supplier payments, generating supporter invoices and financial reporting, plus general office admin, supporting recruitment and HR processes and providing a first-class service to our members and supporters.

WHAT WILL I BE DOING?

- Being responsible for the day-to-day financial processes & procedures of the Youth Zone, including using Sage to post purchase invoices and raise sales invoices, generating aged creditor reports, counting/preparing incoming funds for cash collection, bank reconciliation and monthly financial reports
- Assisting the Business Administration Manager in the recruitment and selection process of staff and general HR functions
- Helping to maintain the Youth Zone's membership database system
- Providing comprehensive administration support for internal and external customers
- As and when required, to take responsibility for maintaining the reception area at the Youth Zone and providing a welcoming environment, acting as the first point of contact for Youth Zone members, staff, volunteers, suppliers, visitors and the general public



- Assisting the youth work team in recording and evaluating work and providing reports, statistics and other relevant information as required
- Assisting in the production of Board reports on a monthly basis
- Deputising in the absence of the Business Administration Manager
- Assisting the Chief Executive and Head of Youth Work in monitoring progress against targets and measuring the impact of the Youth Zone
- Assisting with any general administration and communication functions as required
- Carrying out any other reasonable duties as requested by the Senior Leadership Team.

WHAT ELSE WILL I NEED TO DO?

- Be a role model for young people and present a positive “can do” attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of HideOut Youth Zone and OnSide
- Represent HideOut Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct, health and safety and equality and diversity to ensure all activities are accessible
- Be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided)
- Assist with any promotional activities and visits that take place at the Youth Zone
- Actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership.

PERSON SPECIFICATION

Good candidates for this will possess the following skills, knowledge, experience and personality.

Selection Criteria*	Essential or Desirable	Method of Assessment
A = Application Form I = Interview		
Experience		
At least 2 years' experience in a finance-related role that was responsible for day-to-day finance tasks (i.e., procurement, accounts receivable, accounts payable, general ledger maintenance and financial reporting)	Essential	A & I
Extensive administration experience in a fast-paced environment	Essential	A & I
Working knowledge of accounting software (ideally Sage)	Essential	A & I
Assisting with day-to-day HR administration	Desirable	A & I
Experience of working with young people	Desirable	A & I
Qualifications		
GCSE in Maths and English or equivalent	Essential	A
A basic IT or computer literacy qualification	Desirable	A
Skills		
Excellent organisational, communication and interpersonal skills	Essential	A & I
Meticulous attention to detail and ability to perform tasks with accuracy and efficiency in mind	Essential	A & I
Excellent written and verbal communication skills	Essential	A & I
Highly developed IT skills in MS Office and databases	Essential	A & I
Ability to cope with multiple demands and deadlines	Essential	A & I
High levels of integrity and trustworthiness	Essential	A & I
Able to work on own initiative and as part of a team	Essential	A & I
Excellent timekeeper	Essential	A & I

Selection Criteria* A = Application Form I = Interview	Essential or Desirable	Method of Assessment
Knowledge		
Knowledge of the issues which effect young people and safeguarding	Desirable	I
Personal Attributes		
High levels of integrity and ability to handle confidential information with a positive, can-do attitude	Essential	I
Able to relate well to children, young people and adults	Essential	I
A willingness to work unsociable hours when required	Essential	A & I
A willingness to cover events, holidays and staff absence	Essential	A & I
DBS clearance and committed to safeguarding children	Essential	A & I

*Selection criteria for guidance only, alternative methods may be used to assist the selection process.

ADDITIONAL INFORMATION

The role is part-time and based at HideOut Youth Zone in East Manchester.

HideOut Youth Zone is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to an enhanced DBS check.

The strength of HideOut and the OnSide network of Youth Zones is the diversity of its people; we place huge value on equal opportunities and encourage applications from candidates of diverse backgrounds, communities and abilities. The one thing we all have in common is our desire to raise the aspirations of young people across the country.

For information regarding how OnSide Youth Zones process your data, please visit www.onsideyouthzones.org/applicant-privacy/

ONSIDE YOUTH ZONES NETWORK VALUES



YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

EXCELLENCE

We encourage ourselves and each other to be best we can be through continuous learning and improvement, and a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.

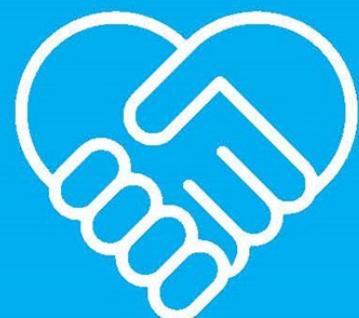


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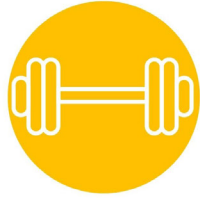
We are passionate and driven in taking on new challenges, embracing new ideas, and exceeding our ambitions for young people, the Youth Zones and our local communities.

COLLABORATIVE

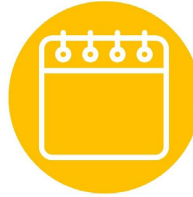
We will create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.



BENEFITS OF WORKING FOR HIDEOUT YOUTH ZONE



Onsite fitness gym & boxing / MMA suite



33 days annual leave pro rata



Secure cycle store



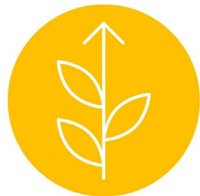
Branded workwear



Queen Bee's cafe



Flexible working



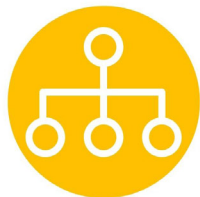
Learning and development opportunities



Partnership working



Working with like-minded people and cultures



Part of a wider network



Pension scheme



Living Wage Employer

Employee Assistance

Programme



HideOut's Employee Assistance Programme provides free and confidential support for our employees on a wide-range of topics, such as:

- Unlimited telephone support (24/7) with calls answered by experienced in-house counsellors, legal and financial specialists
- Structured counselling over the phone, via live chat, email, or in person (up to 6-sessions)
- Family advice line on topics such as childcare & eldercare
- Legal information services including debt & financial information
- Critical incident and trauma support
- Occupational health services
- Crisis support
- "My Healthy Advantage" smartphone app and online personalised wellbeing portal, including videos, webinars, mini health checks and health coaching
- Coverage for dependents (partner/spouse and children aged 16-24) within HMRC guidelines
- Support for line managers
- BrightTV and Wellbeing podcasts



An **onSide** Youth Zone