



Finance Administrator

Start your finance career by working alongside experienced professionals with an opportunity to contribute to a worthy cause is an excellent way to gain valuable experience and make a meaningful impact. It's crucial to immerse yourself in the day-to-day operations of the finance department, learning about financial processes, systems, and best practices. Additionally, being part of a team allows for collaboration and mentorship, which can accelerate your learning and growth in the field.

Please find full details of how to apply via our website in the advert below. The deadline for application submissions is 23:59, Wednesday 06 March 2024.

We are striving to better represent the young people we support and therefore are particularly keen to increase applications from minoritized ethnic groups, Muslim, and male candidates as they are currently under-represented in our organisation. We also encourage applications from people with relevant lived experience.

If you need an adjustment to be made to any part of the recruitment process, please let us know as soon as possible.

Who are we?

We are a leading youth homelessness charity based in the Southwest, working with over 1,500 young people. At 1625ip we are driven by Social Justice and Passion: we strive to do something that matters and take pride in seeing the results of our work in social outcomes and improving young people's lives.

What you will be doing:

- By being organised and efficient, you will take ownership of the purchase ledger responsibilities. Code and input employee expenses and purchase ledger invoices onto the required system promptly, adhering to month-end deadlines.
- You will ensure that all payments are correctly authorised by relevant staff and suggest payments bi-weekly to the Senior Finance Officer or Finance Manager, demonstrating a keen understanding of cash flow restrictions.
- We will trust you to reconcile bank accounts on a monthly basis, ensuring all transactions are posted and accounts are reconciled within the month-end timetable.
- You will assist the Finance Officer in monitoring and reconciling all Petty Cash accounts monthly and write up and post cash & cheques received by the organisation into Sage.
- You may assist in processing sales invoices on Sage 200 as directed by the Finance Officer or Finance Manager, and actively assist in chasing debt to maintain financial stability.
- You will be proactive in liaising with suppliers, addressing queries promptly, requesting statements, and reconciling supplier statements.
- You will carry out day-to-day administration functions, ensuring records are maintained securely in line with Data Protection legislation, and provide a diverse and culturally sensitive service.
- Desired/Developmental Requirement: By having a basic understanding of financial management and the desire to further develop these skills, you will contribute to the growth and efficiency of our finance department, offering opportunities for personal and professional development in this role.

You will be in the Finance Team and your line manager will be our Senior Finance Officer. The team consists of a Finance Manager, Senior Finance Officer, and Payroll & Finance Officer.

At 1625ip we are led by our Competency Development Framework. This connects our values to our behaviours in everything we do and gives us the tools to develop. The framework ensures our recruitment is better informed, applications and interviews are behaviourally based and job profiles are developed on the 'how' of a job.

If you have transferrable skills and you are interested in this role, but you are worried about the application process, please get in touch with us. We encourage you to have an informal chat with the recruiting manager to discuss how your personal or professional experience and skills could be transferred to this role. Details of how you can do that are further down in this advert.

Contract details:

- **Hours per week:** 37.5
- **Contract type:** Permanent
- **Pay:** £24,702 - £25,979
- **The location:** You will be based in Kingsley Hall, close to Bristol's main train and bus stations as well as the vibrant city centre.

A few benefits at 1625ip:

- An opportunity to develop skills in internal finance and accounting.
- A generous annual leave entitlement of 30 days per annum plus all Bank Holidays
- Health Shield Employee membership (Level 1)
- A relaxed dress code every day!
- Flexible working
- "I feel grateful to work here every day! The work feels useful and worthwhile, and I feel like I am able to make a difference for our young people" (From Colleague Wellbeing Survey 2023).
- "I couldn't be happier with the opportunities and support I have received in my career progression that has led me to my dream job!" See what other colleagues have said about their career development with us, [here](#).

Important dates:

- Application deadline closes: **23:59, Wednesday 06 March 2024**
- If you have not heard from us by the end of the day on **Monday 11 March 2024**, please assume that your application has been unsuccessful on this occasion.
- Interviews are on **Wednesday 20 – Thursday 21 March 2024**

Application information:

- To access the Job Pack and submit an application, [please visit the vacancy page on our website](#).
- You will be asked to answer 5 questions at the end of the Word application form. These are required to ensure your application can be shortlisted.
- **Please note the online e-application form cannot be saved so we recommend you prepare your Word application form before you start filling in the e-form.**
- Please get in touch with us if a hard copy of the application form would be preferred. We will organise a time for you to collect it from and return it to Kingsley Hall (our main office in Old Market). An online application will then be created for you.

Contact us:

- To have an informal chat about the role, please contact Joseph Flannery: joseph.flannery@1625ip.co.uk
- If you have any queries, please email jobs@1625ip.co.uk
- For support with your application should you need it, [Future Bright - WECA](#) provide free coaching.

Equal opportunities for everyone:

We believe those with a criminal record should have an equal chance to become employees or volunteers and encourage applications.

As an organisation who safeguard and promote the safety and welfare of children, young people and adults at risk, any job offer will depend on a satisfactory DBS (Disclosure and Barring Service) check. We comply fully with the DBS code of practice and undertake to treat all applications for positions fairly. For successful candidates with a criminal record, a risk assessment process will take place with the recruiting manager.

We also pride ourselves on being an equal opportunities employer for everyone regardless of age, disability, gender identity, race, religion and beliefs, sex and sexual orientation.

Please see our [Policies](#) section on the website, for further information.