

Finance and Human Resources Administrator (0.2 PT)

We are seeking a methodical and organised individual to join our team as a Finance and HR Administrator. This role is pivotal in ensuring the smooth operation of both our financial and human resources functions. The ideal candidate will be a self-starter, possess good attention to detail, communication skills, and a methodical approach to processes. If you thrive in a dynamic environment and enjoy multitasking, this position offers a unique opportunity to contribute to the success of our organisation.

Summary

Hours	7 hours per week – 0.2 PT role
Term	12-month fixed term contract, with potential extension subject to funding
Base	YBF Office and occasional hybrid working
Remuneration	£26,000 (pro-rata)
Accountable to	Chief Operating Officer
Line management	Finance and Human Resources Volunteers and/or Casual Staff
Application closing date	5pm, Friday 17 th May 2024 (applications will be assessed on a rolling basis and may close earlier than this if a suitable candidate has been found). Interviews will be held on Thursday 23rd May 2024.

We offer:

- Flexible working hours.
- A vibrant and collaborative office space in Barnet with good public transport links and car park, kitchen, local supermarkets and café's.
- Professional growth in a supportive and dynamic nonprofit environment, with opportunities for career advancement within the charity sector.
- A close-knit team atmosphere that fosters personal and professional development, encouraging each member to bring their unique skills and passions to the role.
- Engagement in innovative projects with tangible impacts, offering a sense of accomplishment and direct contribution to the community.

About Young Barnet Foundation

YBF is a membership organisation which supports over 200 charities, community groups and social enterprises that deliver positive activities and vital support services to children and young people and their families in the London Borough of Barnet. We are proud members of Barnet Together and one of over 30 Young People's Foundations operating across the UK.

Our team works collaboratively, tactically, and strategically under an ethos of 'Generous Leadership' to support and build capacity within and beyond our membership, including:

- Providing members with advice, information, and networking/training opportunities; assistance with fundraising and partnership building.
- Working with local authority and strategic partners to encourage sharing of intelligence, ideas, and resources.

About Barnet Together

To best support the local voluntary sector, YBF works in collaboration with two other local organisations, Inclusion Barnet and Volunteering Barnet, under the banner of Barnet Together. <https://barnettogether.org.uk/>. Together we use our collective knowledge and staff skills to best serve the community.

Purpose of the role

The Finance and HR Administrator plays a crucial role in the efficient functioning of the organisation by administrating both financial and human resources operations. The primary purpose of this role is to ensure the smooth execution of administrative tasks related to finance and HR, thereby contributing to the organisation's overall success and effectiveness.

Finance Administration

- To maintain and update Young Barnet Foundation's financial systems including using computerised accounting software and maintaining complex Microsoft Excel spreadsheets.
- To check expenses, resolving issues when required and create and send invoices on a monthly basis.
- To check creditor and debtor accounts, resolving issues when required.
- To assist with the administration of annual leave, sick leave, and payroll assistance.
- To set up monthly bank payment runs as required, reconciling all bank statements and bank card transactions.
- To assist in the preparation of the monthly financial reports (cashflow, budget, variance etc.).
- To check facilities bills (including mobiles) are in line with contracts and agreements.
- To assist with processing grant and project funding claims and to support the Chief Operating Officer with other funding reports as required.
- To undertake other finance administrative duties as requested by the Chief Operating Officer.

Human Resources Administration

- Administering recruitment processes, role packs, advertising, interviews, offers and contracts of employment, new starters onboarding, inductions, and leavers.
- Maintain employee records and ensure data accuracy.

- Running quarterly HR reports (absence, sickness etc.) and auditing accuracy of HR databases and information, collation of completed appraisal documentation and staff training logs.
- Assisting with training and development initiatives, with the creation of training materials, agendas, and arranging training and development events.
- Other ad hoc duties as required by the HR department.

General Administration

- Provide general administrative support for YBF Operations.
- Undertake ad-hoc projects as tasks as assigned.

Candidate Profile:**Essential**

- Experience and/or qualifications in Finance and/or HR administration
- Good understanding of accounting principles and HR processes
- Proficient with IT and Software and Microsoft 365 (Excel, Word, PowerPoint)
- Good communication and interpersonal skills
- Commitment to Equal Opportunities, reflecting Barnet's diverse community values.

Desirable

- Experience with tools like Salesforce, quickbooks, brightHR
- Keen interest in Finance and Human Resources

Qualities

- Commitment to the ethos and values of YBF.
- Naturally driven/self-motivated/self-starter.
- The ability to work closely with others in a non-hierarchical setting.
- Passionate about the voluntary sector and its role in creating positive social change.
- Commitment to equality, diversity and inclusion and an understanding of how to promote them in your/our work.
- Confident decision-maker, problem-solver and always solutions-focused.
- Adaptable, open to new ways of doing things.
- Able to manage your own time and prioritise a heavy workload.

Other terms and conditions

Probation Period	Three months
Expenses:	Staff may claim travel expenses, at the agreed rate, for journeys necessary in the course of their work. Claims for additional expenses will be reimbursed in accordance with our expense policy or funded contracts.
Annual Leave	25 days per annum, pro rata, excluding bank holidays. Holidays will increase in accordance with our Annual Leave Policy.
Pension Payments	On activation and after satisfactory completion of the probationary period, Young Barnet Foundation will contribute, in line with government requirements, into a stakeholder or personal pension scheme.

Equality, Diversity & Inclusion:

YBF works with and supports diverse communities. Our member organisations are grassroots non-profits supporting young people in our communities. Many of these organisations are led by global majority groups. As YPFs we work with our members to elevate their work and voices. We recognise the impact of poverty and racism on our communities and aim to work actively alongside communities rather than 'doing to them' and take an intersectional approach. We also acknowledge the additional impact of discrimination experienced by women, disabled people and LGBTQ+ people of the global majority. As part of our commitment to equality, diversity and inclusion across our network, we ensure diverse communities are represented and supported in our organisation and structures and encourage applications from all sections of the community.

Your application:

Step one: Please complete our anonymous equality and diversity monitoring form <https://forms.office.com/e/ayVqJ0rFej> YBF actively works to meet the aims and commitments set out in our Equality and Diversity policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of people applying to work for YBF. We need your help and co-operation to enable us to do this. The information provided will be kept confidential and will be used for monitoring purposes to ensure we are attracting candidates that reflect the communities we serve.

Step two: Please apply with a **covering letter and an up-to-date CV*** (citing your relevant abilities, skills, knowledge and experience). Please use the covering letter to explain in detail how you meet the requirements of the Candidate Profile. If you are or have been involved in voluntary/unpaid activities, please also include this information. We consider flexible working requests within this role, please state your preferred hours and working pattern within your cover letter.

Failure to submit a covering letter with your CV may mean that your application is not considered.

By E-mail: recruitment@youngbarnetfoundation.org.uk	Enquiries: Telephone: 0203 621 6090
---	---

CVs will be anonymised and then assessed as and when suitable candidates apply - interview dates will be announced after the closing date and will take place in person at the YBF office (or as when suitable candidates are identified).

*CVs and cover letters will be held for an indefinite period on our secure online filing system unless you request otherwise.

Please note that this post is subject to appointee undergoing an Enhanced DBS, in line with Young Barnet Foundation's commitment to safeguarding. Proof of right to work in the UK is required. Young Barnet Foundation is an equal opportunities employer.

Young Barnet Foundation offers a flexible approach to working hours, working closely with each staff member to suit their personal and professional needs. This role may require some occasional evening and weekend working.

Young Barnet Foundation will endeavour to make reasonable adjustments to the application and interview process for disabled people, please contact us if you would like to discuss this.

***If you are viewing this role via an online job board/agency please be aware that you MUST submit your application via the instructions above to recruitment@youngbarnetfoundation.org.uk ***