

**Job Title:**

Finance and Administration Assistant

**Salary:**

£23,000 - £25,000 (4 days week)

The position will include all statutory holiday and sick pay benefits, as well as standard pension contributions.

**Contract Length:**

6 months fixed term: 1st October 2021 - 31st March 2022

Expected to be renewed from there on.

**Job Location:**

Home & Edinburgh Office

**Reports to:**

Directors

**Job Overview**

Intercultural Youth Scotland (IYS) are a grassroots, youth-led organisation supporting and advocating for young Black people and young people of colour in Scotland. We offer specialist support to young BPOC and advocate across Scottish Government for their voices to be heard. Including a fully-fledged youth service offering a weekly youth club, girls group, and music program; an education program delivering anti-racism education at several Scottish secondary schools; a mental health program offering free support to young BPOC; and an employability program specialised to support young people to navigate structural racism in employment and work.

IYS is looking to recruit a Finance Administration Assistant to join the Finance team. As part of the role you will be responsible for performing key activities that will ensure the service delivery to our clients. Day to day responsibilities will include but not be limited to raising invoices, approving and processing invoices to payment, raising monthly statements, processing payments, reporting, staff recharges and maintaining up to date records. As part of this role you will also be dealing with inbound queries, so excellent written and verbal customer service skills are essential.

**We’re looking for someone with…**

* Knowledge and understanding of race and oppressive power structures.
* The ability to strategise and deliver on fundraising, relationship-building or partnership-building.
* The ability to coordinate projects and manage budgets.
* Passion for racial justice, youth-led advocacy and the creative arts.
* Lived experience of racialisation; identifying as Black or a person of colour.

**We value voluntary and paid experiences gained equally!** We understand that people have experiences and skills that can’t be captured in formal job experience or qualifications – no matter what your experience level, if you think you’d be a good fit for the job then please apply. We want to see what you’ve got! (Training and professional development opportunities will be provided to the successful applicant.)

**We particularly encourage dark-skinned people, migrants and people who experience multiple marginalities to apply!** At IYS, we believe that we must be representative of the people with whom we work. Therefore, it is vital that our staff represent many of the multiple experiences of Black people and people of colour in Scotland. The young people with whom we work need to trust that our practitioners understand their experience as well as possible.

**The post-holder must hold an in-date PVG, or be happy to undergo a PVG check. (We will help with the process if you do not have a PVG.)**

**Responsibilities and Duties**

* Ensure day to day service delivery and achievement of all performance targets; To receive, route and respond to service requests, providing a customer focused service, taking action, as appropriate;
* To maintain records and filing systems including work instructions and financial procedures to the highest standard;
* Support finance colleagues to ensure your team delivers the highest quality of service;
* Comply with regulatory accounting requirements where applicable.

**Principal Accountabilities**

* Assist in maintaining and updating information held on Databases, in particular those relating to finance including recording expenditure and income, payroll information
* Assist in transferring data safely when database systems are introduced and/or changed.
* Assist in the setting up and maintaining of archive files, HR, invoicing and historical data.
* Process payments following required authorisation
* Issue petty cash payments ensuring required receipts and signatories are obtained for all purchases.
* Ensure the safe receipt, handling and banking of monies and payments received.
* Assist their Line Manager with all aspects of payroll administration within the relevant deadlines, submission of variations and new details, entry of sickness data, handling pension and tax queries.
* Provide assistance to staff with regard to financial issues, for example, placing and following up orders, advising on best value, providing details of alternative suppliers.
* Liaise with suppliers, contractors, other schools and organisations, budget holders and attend to queries as required by their Line Manager.
* Assist their Line Manager in organising the letting of IYS premises, including dealing with initial enquiries, sending out documentation and contracts, liaising with staff as appropriate.

**General**

1. This post is subject to an Enhanced criminal record disclosure check. This will be applied for through the relevant disclosure body depending on the geographic location of the role.
2. Achieve the highest standards of safeguarding, whether through direct care provision or support activities to the children and young people who come into contact with our services, or by appropriately reporting concerns about any child or young person.
3. To promote equality, inclusion, respect and fairness and where applicable to manage diversity in all areas of planning and service delivery, through an active involvement in implementing our equality and diversity policy.
4. To commit to IYS’ core aim of ‘keeping the child at the center’, and to promote and incorporate IYS’ Participation Strategy as appropriate to your role.
5. To be familiar with and comply with Health & Safety procedures and policy. In the event of any serious risk, take immediate action to reduce this risk and inform line management.
6. IYS operates within a constantly changing environment and as such work priorities and targets may change. Management reserves the right to make reasonable changes to the job purpose and accountabilities.
7. Such other duties that occasionally arise, which fall within the purpose of the post.
8. To work cross functionally with other departments and countries to ensure that IYS’ values and strategic objectives are achieved and maintained.

**Applications to be emailed to ice@interculturalyouthscotland.org**

**Closing date: 7th September 2021**

**Application Form**

**If you wish to be considered for one of our vacancies, please complete this application in full and return it by the specified closing date/time to ice@Interculturalyouthscotland.org CVs will not be accepted. Please refer to the job description when you complete the personal statement section.**

**Please be aware that if there is a large volume of applications, Intercultural Youth Scotland may not inform candidates of the outcome of their application. If you have not heard from us within four weeks of the closing date, please assume that you have not been successful in your application.**

**Data Protection Notice: Intercultural Youth Scotland will use this information solely for the intended reason it was gathered. All copies, physical and electronic, will be destroyed six months after the closing date if the applicant is unsuccessful.**

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| **Important − read carefully before submitting application****I certify that all statements made by me on this form are true and complete to the best of my knowledge. I realise that if I am employed and it is found that such information is untrue, my appointment may be reviewed and this could lead to dismissal.** |
| **Position applied for:** |
| **1. Personal details:** |
| **First name:** | **Surname:** |
| **Address:****Postcode:** | **Tel (home):****Tel (mobile):****Email:** |

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| **2. Employment history:** |
| **Name of current/most recent employer:****Address:** | **Dates employed:****From:****To:****Present salary:****Notice period: none** |
| **Position held:**  |

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| **Outline of main duties and responsibilities:** |
| **Reason for leaving or considering leaving:** |
|  **Previous employment:** |
| **Dates of employment:****From/to:** | **Employer:** |
| **Main duties/responsibilities:** |

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| **Reason for leaving:** **Dates of employment:****Employer:****From/to: Job title:** |
| **Main duties/responsibilities:** |
| **Reason for leaving:** **Dates of employment:****Employer:****From/to: Job title:** |
| **Main duties/responsibilities:** |
| **Reason for leaving:****Dates of employment:****Employer:****From/to:****Job title:** |
| **Main duties/responsibilities:** |
| **Reason for leaving:** |
| **3. Education** |
| **Further/Higher Education** |
| **Institution’s name:** |

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| **Qualification** | **Subjects(s)** | **Grade and year obtained** |
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| **Further/Higher Education** |
| **Institution’s Name:** |
| **Qualification** | **Subjects(s)** | **Grade and year obtained** |
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| **Secondary Education** |
| **Institution’s name:** |
| **Qualification** | **Subjects(s)** | **Grade and year obtained** |
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| **Membership of professional bodies** |
| **Name of institution** | **Description of membership** | **Date awarded** |
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| **Specialised training (relevant to your application)** |
| **Such as further study (private, postgraduate), Continuing Professional Development (CPD) - give any qualifications obtained and date of award** |
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| **4. Personal statement:** **Use this section to show how your skills and experience match the criteria indicated in the overview and responsibilities. You should do this by providing examples to evidence how your skills and experience meet the job requirements. (Please limit this section to no more than 2 pages (of Arial 12pt font)** |

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| **5. Other information** |
| **Please use this section to provide any additional information you feel is relevant to your application e.g. voluntary work, personal achievements, other interests** |
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| **6. References** |
| **Please provide us two professional references. One must be your current/most recent employer. We will not contact referees without seeking advance permission from the applicant.** |
| **Employer’s name:****Referee’s name:****Position:****Address:****Phone number:****Email:****Relation to applicant:****Employer’s name:****Referee’s name:****Position:****Address:****Phone number:** **Email:****Relation to applicant:** |

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| **7. Additional information: (Delete as appropriate)** |
| **Do you have a full and current Driving Licence?** |
| **Do you require a Work Permit to work in the UK?** |

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| ***Please note our roles are subject to Disclosure Scotland clearance and you will be required to produce your certificate if you are appointed to the role or apply for such clearance prior to being confirmed in post.*** |
| **How did you first become aware of this vacancy? Please indicate only one. ☐ (Please specify) .........................** |