

<b>Job Title:</b>	Finance Officer
<b>Salary:</b>	£17-20K per annum (pro rata)
<b>Essential:</b>	Financial Management Experience
<b>Desirable:</b>	Qualified / part qualified
<b>Contract Type:</b>	Fixed term for duration of contract – initially June 2018.
<b>Hours:</b>	21 - 28 hours per week
<b>Line Manager:</b>	Finance Manager (London) / dotted lined NCS NE Chief Operating Officer (Newcastle)
<b>Office Base:</b>	Newcastle upon Tyne (with some travel to London)

**Job Summary** National Citizen Service is a personal and social development programme for young people aged 16-17. The NCS Trust has awarded vInspired Education and NYA Education a multi-million pound contract to deliver NCS across the North East of England and maintain quality whilst achieving significant growth throughout the contract period, from autumn 2015 – summer 2018.

As Finance Officer, you will have the job of supporting the finance manager (based in London) in the delivery of the NCS programme by undertaking a range of finance functions in relation to the day to day programme finances. This will include effective management of the programme financial systems and processes, monitoring project budgets and the monthly management of accounting processes.

**Dimensions:** vInspired Education and NYA Education are jointly delivering this contract as an equal partnership.

**Specific Duties:**

- To support the finance manager (based in London) with the day to day finances of the programme including:
  - Raising and matching purchase orders, raising sales invoices, processing staff expenses, senior management team expenses and credit card reconciliations.
  - Preparation of weekly payment schedule, with supporting documentation and electronic transfer to London office.
- Manage and resolve supplier queries, including missing invoices, chasing unpaid invoices, confirming payment dates and disputed amounts
- From programme budgets set by finance manager, prepare monthly summaries for budget line managers. Monitor and investigate any variances.

- Responsibility for the financial administration of new suppliers – issuing and collecting new supplier set up forms and acting as the central finance contact
- Support any changes to the contract and flow down changes to LDP payment profiles.
- Prepare PO for LDP sales invoices and ensuring flow down of income is within the remit of the contract and payment profiles
- Support the finance manager in providing month end reconciliations for reporting purposes
- Prepare financial data for financial reports requested by team managers
- Work closely with NYA and vInspired, preparing PO for sales invoices for partnership working and ensuring flow down of income is within the remit of the contract
- Monitor approved Discretionary Fund Applications
- On completion of season delivery, confirm participation and costs from applicant and submit to Finance London for payment
- Undertake other duties as required and commensurate with the level of this post to ensure effective delivery of the programme
- Contribute as required to the wider work of the team
- Act in a manner that is in keeping with organisation's values.

### **Youth led approach**

One of the factors which makes vInspired and NYA's approach different is our belief in the value of youth insights and input to guide our work. The post holder will be expected to understand youth involvement and be an advocate for youth involvement in NCS.

### **Confidentiality**

The post holder will have access to confidential information and is expected to ensure that the highest level of confidentiality is maintained at all times.

### **Office base**

Based in the North East Region in the Cobalt offices.

A flexible approach to work including willingness to take on tasks outside the normal remit, to work irregular hours and undertake significant travel. Some overnight stays are required. Weekend and evening work may be required.

## Person Specification - NCS Finance Officer

Requirement	Essential	Desirable
Education	<ul style="list-style-type: none"> <li>Maths Qualification</li> </ul>	<ul style="list-style-type: none"> <li>Graduate/ Studying for a formal accountancy qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of Sun accounts or similar accounting package</li> <li>Experience of drafting procedures</li> <li>Finance administration e.g. raising and matching purchase orders, raising sales invoices, processing staff expenses, credit card reconciliations,</li> <li>Experience of preparation weekly payment schedule, preparing monthly summaries for budget line managers and monitoring and investigating variances</li> <li>Preparing monthly summaries for budget line managers and monitoring and investigating variances</li> <li>Accounts payable</li> <li>Experience of organising travel and accommodation</li> <li>Experience of financial controls</li> </ul>	

Skills & Abilities	<ul style="list-style-type: none"> <li>• IT literate – MS packages; good Excel skills</li> <li>• Prioritisation skills</li> <li>• Good interpersonal skills</li> <li>• Good organisation skills in order to source and process financial information from two partner organisations</li> <li>• Analytical and problem solving skills</li> <li>• Good Communication skills</li> </ul>	
Knowledge & Understanding	<ul style="list-style-type: none"> <li>• Understanding of double entry book-keeping</li> <li>• Accountancy policies and general financial controls</li> <li>• Statutory payments</li> <li>• Understanding of confidentiality</li> <li>• Understanding of equal opportunities and diversity</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of issues facing young people</li> <li>• Understanding of the voluntary sector and financial issues they face</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Honest and integrity</li> <li>• Able to deal efficiently and courteously to user needs</li> <li>• Able to work on own initiative</li> <li>• Attention to detail and comfortable working with volumes</li> <li>• Able to deal confidently with a range of diverse people</li> <li>• Able to initiate and maintain positive working relationships</li> <li>• Demonstrate sound work ethics</li> </ul>	

## **Outline Terms and Conditions:**

<b>Salary:</b>	£17,000 - £20,000 per annum (pro rata)
<b>Hours:</b>	21 – 28 hours per week
<b>Contract:</b>	Fixed term for duration of contract – initially June 2018.
<b>Holiday:</b>	28 days' a year plus public holidays
<b>Pension:</b>	Auto Enrolment Stakeholder pension scheme, into which we pay a contribution.
<b>Location:</b>	Newcastle upon Tyne