



**City Year UK**

**JD**

**Finance and Operations Coordinator  
Maternity cover role for 13 months**

## **Background**

City Year UK is a youth social action charity which challenges 18 to 25-year-olds to tackle educational inequality through a year of full-time voluntary service. As mentors, tutors and role models in schools, they support pupils growing up in some of the most disadvantaged areas of the UK.

The City Year experience empowers these exceptional and diverse young people to realise their aspirations and grow as leaders, both through their impact on children's lives and through training, coaching and career development opportunities.

From Monday to Thursday, City Year UK's volunteers are integral to the school day. They encourage pupils both in and out of the classroom to engage with and enjoy learning, while developing their own skills. On Fridays they meet to share experiences and benefit from additional training, delivered by experts from across the education, business and voluntary sectors.

City Year was first established in Boston, Massachusetts in 1988 and operates in 27 cities across America, as well as Johannesburg in South Africa. City Year UK launched in London in 2010 and has since expanded to the West Midlands and Greater Manchester.

**Location:** This role is based mainly from home but with the possibility of working in our London office once a week.

**Term:** Maternity Cover. This is a part time role for 4 days or 28 hours per week, 80% of the full-time equivalent for a fixed term of thirteen (13) months.

## **Summary of the role**

City Year UK is looking for an enthusiastic and organised individual to fulfil the role of Finance and Operations Coordinator, working to coordinate the organisation's financial, operations and procurement services. This is a great opportunity for someone starting a career in finance to gain valuable experience and develop as part of our finance team.

You will be a proactive individual, who is organised and efficient in managing your work and partnering with others to support our volunteers. This role covers the volunteer expense and travel reimbursement processes. You will also support general finance tasks and the procurement of goods and services for the Operations department. To be considered for this role you will be able to demonstrate a positive attitude, be solution focused and offer some finance experience. Support and training on the organisational specific finance processes & software will be provided.

## **Reporting and Management**

The post holder reports directly to the Finance Manager and works closely with the HR and Operations Manager. The post holder is also required to have a good working relationship with the Financial Controller.

## **Primary responsibilities:**

### **Finance**

The Finance Coordinator is a key process driven role in the day-to-day finance function, supporting the Finance Manager to ensure accurate and timely payments to volunteers and suppliers as well as completeness and accuracy of accounting records.

### **Volunteer payments**

- Overseeing the weekly volunteer payment process so that it is completed with accuracy and within strict time frames.
- Checking weekly volunteer attendance and travel expenses logged on Salesforce for completeness ensuring missing information is provided on time
- Preparing weekly volunteer expenses summary spreadsheets for review by Finance Manager prior to uploading to the accounting system ensuring allocation to correct nominal codes.
- Create payment run and set up BACs payment system for approval by Financial Controller
- Sending remittance advices to volunteers confirming reimbursement of expenses
- Liaising with staff who manage volunteers to ensure attendance and travel records are updated on a timely basis for the weekly reimbursements

### **Accounting records - expenditure**

- Maintain the cash book in accounting system and reconcile monthly to bank statements in good time
- Check & ensure all invoice approvals and post suppliers invoices to purchase ledger
- Process fortnightly staff expenses accurately and regularly
- Create monthly BACS supplier payment runs for approval by the Financial Controller.
- Set up fast payments on bank account
- Monthly recording of Trainline expenses into accounting software using Pivot table
- Monthly reconciliation and posting of Operations debit cards and petty cash

### **Budget support**

- Produce transactions reports from accounting package for budget holders to review expenditure
- Managing and overseeing the operations expense cards use.
- Managing and overseeing petty cash and expenses processes.
- Creating and delivering policy and training for staff and volunteers 'on and off boarding' processes.

### **Operations**

- Support the programme department finalise printing and shipping of professional development plans for mentors

- Responsibility for the processes, policies, maintenance, budgets and management of the general office environment at all sites that includes printers and printing costs, postage services, furniture, telephones including mobile phones, office stationery and general office supplies.
- Support procurement and provision of preferred suppliers, negotiating great value for the organisation.

*These primary responsibilities are subject to change on consultation with the post-holder and the needs of the organisation. There may be other tasks and responsibilities determined by the Financial Controller and the Chief Executive at their discretion.*

## Person specification

### 1. Experience and knowledge

- Experience in a finance and operations or like role (desirable)
- knowledge of bookkeeping or studying for a finance qualification (desirable)
- Excellent administration skills (essential);
- Ability to work as a team member (essential)
- Ability to influence colleagues to adhere to processes and procedures
- Excellent communication and negotiation in service procurement
- Knowledge of the City Year model and culture and a strong commitment to City Year's cause and values (desirable)
- Knowledge of general office practices and procedures (essential)
- Knowledge of financial best-practices, particularly volunteer expenses (desirable)

### 2. Skills

- Attention to detail (essential)
- Strong problem solving skills with good initiative and a willingness to take a hands-on approach (essential)
- User of Google Apps and Microsoft Office (essential)
- Strong administration, time management and organisation skills (essential)
- Ability to influence, good negotiation and interpersonal skills (essential)
- Highly organised, able to prioritise (essential)
- A self-starter, with a can do attitude and the ability to work independently and in a team (essential)
- Excellent organisational skills including owning objectives, plans and monitoring, progress, with ability to manage time and workloads to achieve agreed outcomes

## Competency Framework

### Professional Level 1

<ul style="list-style-type: none"> <li>• Can plan and schedule own work and is responsible for its quality</li> <li>• Has some autonomy in how tasks are delivered, can easily identify when</li> </ul>	<ul style="list-style-type: none"> <li>• Uses appropriate methods and systems and is responsible for checking quality and accuracy of own work (1)</li> <li>• Performs a range of activities in a variety of structured environments (2)</li> </ul>
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<p>work should be escalated to a higher level</p>	<ul style="list-style-type: none"> <li>· Effectively communicates with colleagues and others (3)</li> <li>· Limited/no responsibility for managing others, but may demonstrate own duties (4)</li> <li>· Might have some responsibility for financial resources. The work may involve either:</li> <li>· handling cash or the processing of cheques, invoices or equivalent; or</li> <li>· accounting for limited sums of money, where care and accuracy are important (5)</li> </ul>
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### **Applications and interviews**

The deadline for applications is midday on 2nd March with interviews taking place on the 3rd and 4th March.

### **Contract**

Maternity cover position. This is a part time role for 4 days or 28 hours per week, 80% of the full-time equivalent for a fixed term of thirteen months. Newly appointed post-holders will be subject to a six-month probationary period.

### **Remuneration:**

£20-22,000 per annum (FTE). £16-17,600 pro rata (80%).

### **Hours**

This post is required to work all day on Fridays but other hours may be worked flexibly. A range of innovative flexible working options are available that include flexible start and finish times and working from home options. Normal office hours are 9am to 5pm, Monday to Friday. The post-holder may be required to work evenings, weekends or irregular hours if necessary, and should be prepared to be flexible. No overtime is available.

### **Location**

This post is a headquarters post based in the City Year UK London offices.

This post is based in City Year UK's headquarters in London, initially remote working will be expected before a potential return to the office 1/2 days per week later in the year.

### **Background checks**

Appointment is subject to clearance of a DBS check and receipt of satisfactory references.