



FINANCE OFFICER (MAT COVER)

JOB DESCRIPTION

OVERVIEW

COMPANY: Wigan Youth Zone

LOCATION: Parsons Walk, Wigan, WN1 1RU

SALARY: 24-26k per annum (depending on experience)

BENEFITS:

- 33 days annual leave (including bank holidays) pro rata. Plus, additional leave for length of service,
- Hybrid work,
- Birthdays off,
- Gym access,
- Training and CPD including first aid, safeguarding and health and safety,
- Career development opportunities,
- Employee assistance programme,
- Cycle to work scheme,
- Strong team culture,
- Workplace pension,
- Free eye tests,
- Discounted to £2 access to holiday club for WYZ staff.

POSTED: Friday 23rd August 2024

CLOSING: Sunday 8th September 2024

SPECIALISM: Finance

REPORTS TO: Head of People

CONTRACT TYPE: Maternity Cover (up to 12 months)

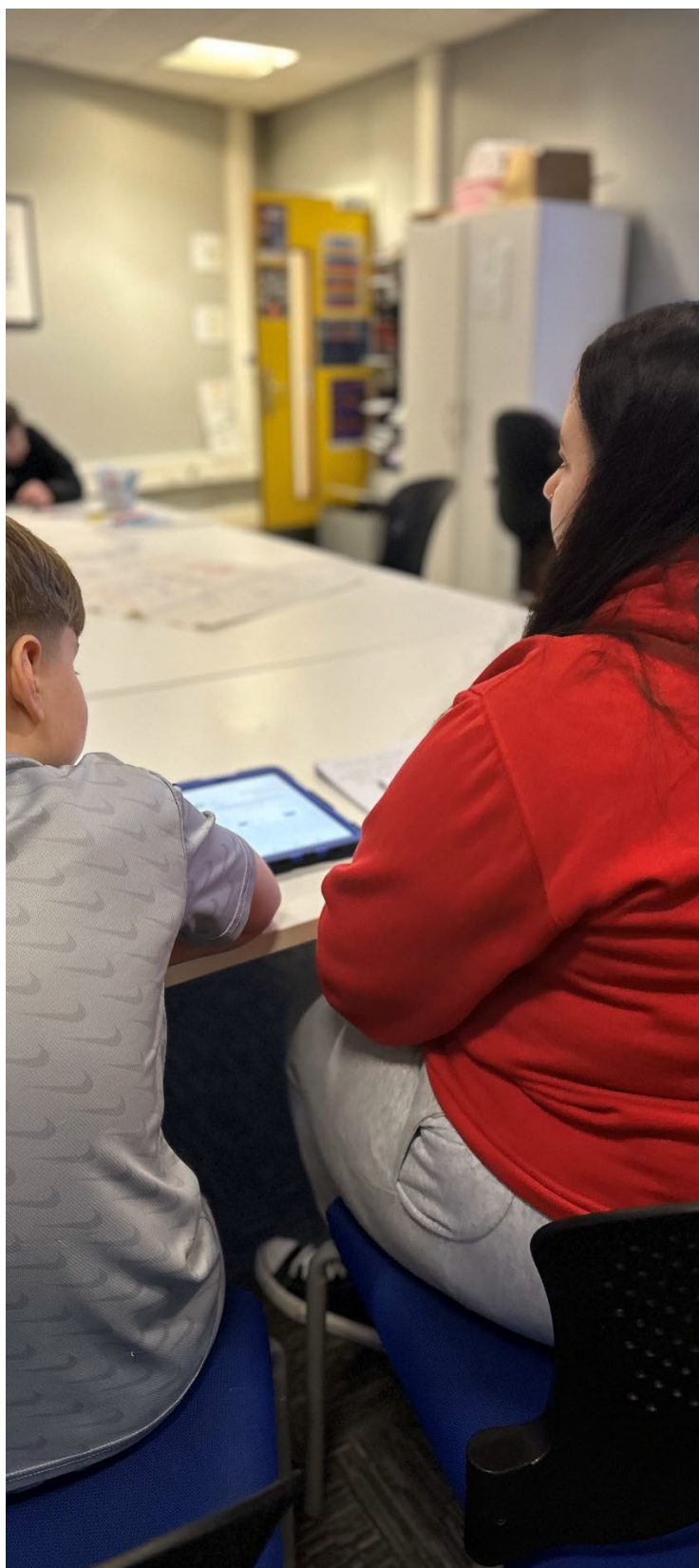
HOURS: 40 Hours (PT hours will be considered for an exceptional candidate)

WORK PATTERN:

Monday – Friday: Between the core hours of 10am – 6pm (very occasional weekend and evening work required).

1-2 days working from home per week.

ORGANISATION TYPE: Charity



WHO WE ARE LOOKING FOR:

We are looking for a Finance Officer to carry out the day-to-day finance function of the charity including, all book-keeping, preparation of accruals and pre-payments, implementing and maintaining the financial systems, preparing monthly management accounts and preparing for the charity's annual audit.

KNOWLEDGE AND UNDERSTANDING

- A thorough knowledge of integrated financial accounting systems.
- Excellent knowledge of Microsoft Office suite, particularly Excel and Word.
- Understanding of financial controls and financial environment.
- Able to work collaboratively.
- Experience of supporting managers in the development and management of their budgets.
- Uses systematic approach to make efficient use of time and manage workload, prioritising own work effectively to meet deadlines and objectives.
- Ability to analyse numerical and written information and present results in a clear and concise format.
- Ability to understand the limits of their knowledge and experience and knowing when decisions need to be referred to others.
- Ability to investigate new process opportunities and assess benefits for shared services and wider audience.
- Analytical experience of providing statistical data.
- Ability to assess current processes and help provide solutions to improve and automate whenever possible.

QUALIFICATIONS/EXPERIENCE

- A relevant professional qualification in accounting
- Efficient in building relationships with senior stakeholders

WHAT WILL YOU NEED TO SUCCEED:

Proven experience of recording accounting transactions and maintaining accounting records	Essential
Experience of bank reconciliations	Essential
Experience of ensuring that financial procedures are adhered to	Essential
Experience of producing management accounts and financial forecasts	Essential
Understanding of accruals and prepayments	Essential
Good working knowledge of IT, spreadsheets, word processing and computerised accounts packages (Sage and Microsoft Office preferred).	Essential
Experience of preparing End of year charity accounts	Essential
Experience of dealing with issues associated with payroll	Essential
Excellent organisational skills	Essential
Proven track record of working to targets and meeting deadlines	Essential
Excellent computer skills for financial monitoring, evaluation and reporting	Essential
Highly proficient in the use of Excel	Essential
Ability to analyse and interrogate financial information and identify and report on trends and variance	Essential
Excellent communication skills with ability to establish a rapport and communicate effectively with stakeholders- at all levels and from all sectors	Essential
Ability to prepare and present information and reports to various audiences in a clear and concise manner	Essential



The ability to work under pressure to cope with multiple demands and deadlines, to work fast and to a consistently high standard	Essential
Experience of accounts within the charitable sector	Desirable
Experience and understanding of preparing payroll	Essential
Understanding of charity fundraising	Desirable

SPECIAL REQUIREMENTS

- A willingness to work unsociable hours when required
- Enhanced DBS clearance and committed to Safeguarding children
- The ability and willingness to travel to meetings and events both in the region and beyond
- The job holder will be required to adhere to the Youth Zone's policies at all times, with particular emphasis on Equal Opportunities and Safeguarding. Attendance at events and conferences will sometimes be required

WHAT YOU WILL BE DOING

- Maintain day-to-day financial control of the charity within budget agreed by the trustee board.
- Produce monthly bank reconciliations
- Assist with producing monthly management accounts
- Prepare reports as required for budget holders and funders.
- Maintain the fixed asset register and process depreciation.
- Processing gift aid and give as you earn.
- Maintain monthly credit control on income receivable, chasing or invoicing where necessary and ensuring actions are made to trigger payment.
- Maintain the purchase ledger including processing of payments to suppliers.
- Maintain the Youth Zone's payroll system including preparing monthly payroll, making payments and issuing payslips as well as making monthly Inland Revenue payments, issuance of p45 and p46 forms and preparation of annual p60 and p35 and p11 forms.
- Ensure that appropriate financial regulations and controls are in place and in use at all times.
- Assist with the preparation of and review detailed budgets for approval by the board of trustees.
- Act as cheque signatory for and authorize expenditure up to limits as agreed by the board of trustees.
- Record all donations, keeping accurate information about the activity for which funders were donate and liaising with the private sector fundraiser to ensure receipts and thank you letters are sent out.
- Liaising with HMRC and other agencies as required.
- Implement year end procedures; prepare draft statutory accounts and audit file; liaise with auditors.
- To be able to think on your feet and react quickly.
- To be an active member of the team and operate in line with the values and principles of Wigan Youth Zone.
- Carry out any other reasonable duties as requested by management.

WHAT IS WIGAN YOUTH ZONE?

Wigan Youth Zone is a purpose built, state-of-the-art youth facility in Wigan town centre which opened in June 2013. It offers young people from across Wigan the opportunity to meet friends, have new experiences, learn new skills and access the support they need to develop and achieve their potential.

The Youth Zone is open to all young people across Wigan aged from 8 to 19 (up to 25 with additional needs), striving to offer something for everyone, regardless of their interests or abilities. With almost 15 dedicated areas to choose from including our four 40-metre floodlit football pitches, art room, music room and climbing wall – there's something for everyone here at Wigan Youth Zone.

Our aim is simple, to provide the town's young people with somewhere to go, something to do and someone to talk to.

YOU WILL BENEFIT FROM:

- Salary: 24-26k,
- 33 days annual leave (including bank holidays) pro-rata,
- Additional leave for length of service up to 38 days,
- Birthdays off,
- Gym access,
- Training and CPD including First Aid, Safeguarding and Health and Safety,
- Career development opportunities,
- Access to our Employee Assistance Programme,
- Cycle to work scheme,
- Strong team culture,
- Workplace pension,
- Free eye tests,
- Discounted to £2 access to holiday club for children of WYZ staff.

WHAT DO YOU NEED TO DO NEXT:

Email your Application Form to HR@wiganyouthzone.org

88% OF OUR TEAM WOULD RECOMMEND WIGAN YOUTH ZONE AS AN EMPLOYER TO THEIR FAMILY AND FRIEND