



Finance Assistant

Salary: £27,000 per annum (£16,200 pro rata)

Contract: Part time (22.5 hours pw) and Fixed Term (12 months)

Application closing date: 9am, Thursday 19 December 2024

**Help inspire a new generation
of active citizens**

1. About Young Citizens

Founded in 1989, Young Citizens is a national education charity working to enable more quality, inspiring, active citizenship education for children and young people in the UK. We operate as a crucial support system for young people and educators alike. Through a range of initiatives, including education programmes such as the Make a Difference Challenge and Experts in Schools, and immersive learning experiences such as the National Bar Mock Trials, Young Citizens actively engages over 500,000 children aged between five and 18 every year.

We believe that Britain's future depends on equipping the next generation with the skills, knowledge and confidence to participate actively in society. With democracy under pressure from many directions, our work has never been more important.

Our vision is a society where people are empowered to participate in and shape their communities and institutions for a more inclusive, accessible, and thriving democracy.

We help young people become active and engaged citizens, able to contribute positively to their communities – locally, nationally and globally.

Our mission is to provide inspiring learning experiences that light the spark of active citizenship for life. We offer a range of immersive programmes and inspiring resources that build their knowledge of how democracy works, their skills to engage with complex issues in society, and their confidence to participate. This education in turn empowers young people to shape their communities, institutions, and society, building habits for life.

Young Citizens in numbers

15+ Young Citizens staff based across the UK, with a headquarters in London

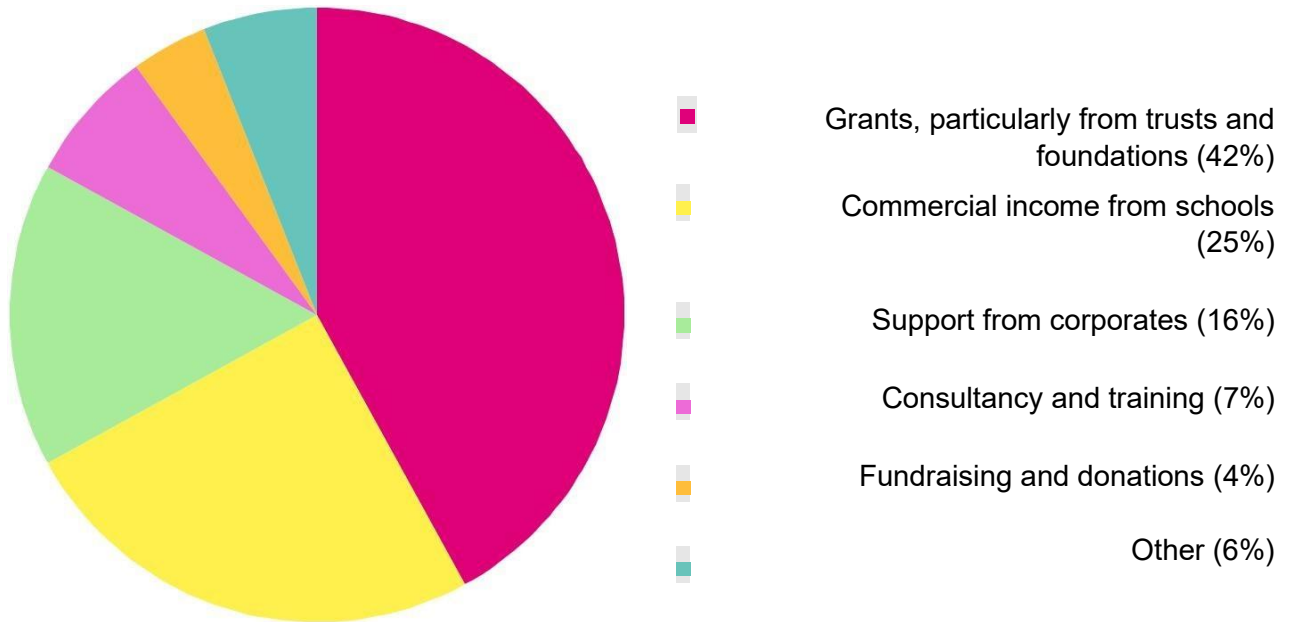
1000+ professionals take part in our volunteering programmes annually

6000+ schools use our resources each year

500,000+ children and young people reached each year either through our training of their teachers, resources used in the classroom or our immersive programme

Sources of income for Young Citizens

In 2010, around 60% of our income came from central government grants. Today, this has reduced to zero. We have diversified our income sources, as we develop a new business model.



Over the next few years we are aiming to further diversify our income sources, making our programmes and materials available to a wider group of young people who will become active citizens of the future. At the same time we want to engage more funders in supporting our work through financial and volunteering support.

Our most recent [Audited Accounts and Trustees Report](#) for 2022/23 can be downloaded from our website.

Our website www.youngcitizens.org contains lots of information about the charity. This includes our new [‘Lighting the Spark’ five-year strategy](#) for empowering young people.

2. Job Description

Job Title: Finance Assistant

Hours of Work: 22.5 hours per week (to be worked between Monday to Friday 9.00am – 5.30pm and your specific work pattern can be agreed with your manager)

Contract Type: Part time and fixed term 12 months (potential to go permanent)

Salary: £27,000 per annum (£16,200 pro rata)

Reporting to: Finance Manager

Location: London, Brick Lane (E1 5LJ) – This is a hybrid working role, requiring office attendance a minimum of 2 days a week.

Benefits: In addition to joining a friendly, committed and supportive staff team, Young Citizens offers a generous employee benefits package including:

- enhanced employer pension contribution
- 28 days annual leave plus eight Bank Holidays (pro rata)
- paid volunteering leave
- employee assistance programme
- enhanced sickness and maternity policies
- hybrid and flexible working options
- season ticket loan
- an opportunity to make a real difference to help children and young people benefit from quality, inspiring citizenship education!

Role Summary:

The Finance Assistant will play a key role in the charity's mission by managing the day-to-day financial operations and ensuring that the charity's funds are used efficiently and effectively.

You will work closely with the Finance Manager to support the effective running of our financial processes, including bank reconciliations, credit control, and managing the sales and purchase ledgers. Your role will involve confidently answering and resolving telephone and email queries in a timely manner, including chasing invoices.

The ideal candidate will have some previous experience in finance roles, proficiency in accounting software and Excel, and meticulous attention to detail. You will also have experience of planning, organising and managing your own workload, working to agreed deadlines with limited supervision, and coordinating a variety of tasks at one time.

This is a fantastic opportunity for someone passionate about growing their finance skills and genuinely interested in contributing to the non-profit sector. If you thrive in a collaborative environment, are approachable with a positive and proactive attitude, and have a willingness to learn new skills and systems, we'd love to hear from you!

Although this is a temporary role, there is potential for it to lead to a permanent position after six months.

Main responsibilities

1. Sales Ledger

- Create Customer accounts
- Enter manual sales invoices
- Reconcile online sales in Salesforce
- Bank cheques received in office

2. Purchase Ledger

- Create supplier accounts
- Enter purchase invoices
- Pay suppliers
- Deal with queries
- Reconcile suppliers' statements
- Enter credit card transactions
- Enter staff expenses

3. Bank Reconciliations

- Post all receipts and payments to Aqilla
- Reconcile both bank statements
- Reconcile PayPal account
- Reconcile Stipe account

4. Credit Control

- Analyse Aged Debtors monthly
- Chase outstanding debtors bi-weekly
- Weekly update meeting with Finance Manager

5. General

- To represent the Young Citizens at events, as required
- To contribute operationally and strategically to the charity's strategy to enable it to achieve its mission
- To uphold Young Citizens values: Fair, Enquiring, Respectful, Collaborative, Internationalist
- To fulfil other relevant organisation-wide duties, as required

3. Person Specification

1. Essential Experience:

- Experience of providing administrative and office support
- Demonstrable ability to manage customer data and reconcile information between different systems
- Experience of working with accounting systems or in an e-Commerce environment

2. Essential Skills:

- Excellent written and oral communication skills
- Ability to manage sensitive financial data with discretion and professionalism.
- Experience of planning, organising and managing own workload, working to agreed deadlines with limited supervision, and coordinating a variety of tasks at one time
- Ability to work independently and as part of a small team
- Excellent ICT skills, including proficiency in Microsoft Office
- Attention to and comfort to working in detail to a high standard

3. Essential Aptitudes:

- There will be a need for flexible working as on some occasions you may be required to work evenings, weekends and/or travel outside of London during the year
- An understanding of, and empathy with, the charity sector
- Willingness to put into practice the aims and values of Young Citizens

4. Desirable:

- A graduate qualification, or equivalent, in a related subject (e.g. finance, accounting, data systems) or substantial experience in these areas
- Ability to communicate, liaise and negotiate with a diverse range of people
- Ability to use a CRM database (ideally Salesforce) and be familiar with website CMS
- An interest in democratic engagement and young people's empowerment

4. How to apply and key dates

To apply, send us your CV and cover letter (via Indeed or directly to RecruitmentHR@youngcitizens.org) explaining your interest in the role and demonstrating your capabilities in relation to the person. This will give you the best possible chance to be shortlisted.

Please note:

- Applications submitted without a cover letter that addresses your interest and suitability in this specific job role with our charity will not be considered.
- Young Citizens welcomes applications from all suitably qualified candidates regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
- Young Citizens is committed to safeguarding and promoting the welfare of the children and young people that we work with and we expect all staff and volunteers to share this commitment.
- This job offer is subject to satisfactory references.
- We are not normally able to provide feedback on applications not progressed to interview stage.
- Candidates must have the existing right to work in the UK.

The closing date for applications is 9am, Thursday 19 December 2024.

We will be reviewing applications and interviewing on an ongoing basis. We encourage early applications and the Charity reserve the right to end the application period sooner once a suitable candidate has been identified.

5. Questions?

If you have any questions about the role, please get in touch with RecruitmentHR@youngcitizens.org with the subject 'Finance Assistant'