

**Finance Admin Assistant**

## About Youth Music

## We believe that every young person should have the chance to change their life through music.

Yet our research shows that many can’t because of who they are, where they’re from or what they’re going through.

Our insights, influence and investment in grassroots organisations and to young people themselves means that more 0–25-year-olds from can make, learn and earn in music.

Youth Music is a national charity funded thanks to the National Lottery via Arts Council England, players of People's Postcode Lottery and support from partners, fundraisers and donors.

Find out more about Youth Music at [www.youthmusic.org.uk](http://www.youthmusic.org.uk)

**About you**

We’re seeking a Finance Admin Assistant to work alongside the Office Manager within the CORE team to provide finance admin support across the organisation to ensure the smooth running of Youth Music’s operations.

We are looking for someone with strong finance admin processing skills and in grant management administration, interested in gaining experience in the charity sector. The

successful candidate will be a proactive individual with an eye for detail, commitment to achieving deadlines and will have at least one year’s continuous experience working in a similar role.

You’ll be excited by the opportunity to join the UK’s largest young people’s music charity, working in a varied and busy role within a collaborative, supportive environment.

**Summary of Terms and Conditions**

**Salary:**  £23,000 - £25,000

**Pension:** 8% of salary towards a non-contributory group pension

**Contract:**  Permanent, Full time (37.5 hours per week)

**Location:** Office -Bermondsey SE1, London and remote working.

**Holidays:** 25 days plus public holidays

**Key areas of responsibility**

1. **Finance administration**

* Coordinating the weekly grants authorisation and payments process.
* Coordinating supplier and freelance contract invoices and staff expenses.
* Liaising with our outsourced bookkeepers and accountants to ensure the prompt payment of invoices and grant payments, and the monthly reconciliation
* of credit cards
* Ensuring all fundraising income (cash, cheques, online platform donations) are

recorded accurately in the Salesforce platform

* Ensure that cheques and cash donations are promptly deposited into the bank,
* Managing the petty cash reimbursement and reconciliation process.
* Ensuring all invoices records are filed accurately and systematically.
* Keep an eye out for any innovative tools that may enhance our systems, seeking out appropriate training to further develop you in your role.

1. **Office administration**

* Working alongside the Office Manager providing admin support to ensure the

smooth running of the office.

* Staff Calendar administration, arranging meetings via MS Teams/Zoom and In-person, checking the availability of the Office meeting rooms when YM Staff enquire

Responding to general office and grant enquiries.

* Meeting and greeting visitors to the office.
* Ordering stationery and office supplies.
* Liaising with office suppliers to ensure contracts are competitive and delivered in

line with the agreed contract.

* Coordinating the staff office duties rota.
* Coordinating the internal meeting room booking schedule.
* Providing admin support on and external events and recruitment as required

1. **General**

* Carry out additional duties as reasonably commensurate with the role.

This job description is not necessarily an exhaustive list of tasks but is intended to reflect a

range of duties the post-holder will perform.

**Person specification**

**Essential**

* Previous experience working in finance in an administrative capacity.
* Experience of using cloud-based invoice processing/database systems.
* Detail orientated with strong organisational skills
* Strong administration skills.
* Strong finance skills.
* Strong communication skills.
* Knowledge of Microsoft Office, including Excel and Outlook.
* Strong interpersonal skills.

**Desirable**

* Experience of working in a similar environment.
* An understanding of the principles of data protection.
* Background knowledge of the charity sector.
* A strong interest in social issues affecting young people.
* An interest in music, young people, and/or social justice issues.

**How to apply**

*We are especially welcoming of under-represented groups and are committed to making adjustments that would support you in applying for or carrying out the role. We are currently under-represented by people with lived experience of Disability and neurodivergent people, people from Black, Asian and minority ethnic backgrounds, and members of the LGBTQ community.*

Unfortunately, our office is not currently accessible for wheelchair users, we are working with our landlord to rectify this issue. We apologise and will happily make alternative arrangements if you are unable to access our office. For any access requirements please contact Leigh Halifax on 02079021060.

Application packs are available to download from our website (www.youthmusic.org.uk)

containing:

• Applicant details form

• Application form

• Equal Opportunities monitoring survey (online link)

Completed forms will need to be submitted by the deadline below to jobs@youthmusic.org.uk with the subject line **Finance Admin Assistant Application**.

**Accessibility**

Youth Music is committed to ensuring that every step of the application/interview stages can be made accessible for everybody interested in the role. If you require any adjustment to be made to the application or interview procedures for this post, please let us know in the applicant details form and/or contact us by email jobs@youthmusic.org.uk or telephone Leigh Halifax on 020 7902 1095 to have a chat.

Interviews will take place online, details of the interview will be sent to candidates via email.

**Deadline for applications:** 10am on Monday 20 September

**Interviews:** Monday 27 September

There will also be **a short task to complete** as part of the Stage 1 interview process – more information will be provided if you are invited to interview. If you haven’t heard from us by two weeks after the deadline, your application has not been successful.

**Our approach**

As part of our commitment to a fair and open recruitment process Youth Music anonymises all applications we receive before shortlisting candidates for interview.

**Diversity and equal opportunities**

Youth Music is an equal opportunities and Living Wage employer. We are committed to

attracting and recruiting diverse candidates as it’s important that our staff reflect the

communities we serve at every level within the organisation.

**Completing your application form**

When completing your application form please clearly outline why the post is of interest to you and how your skills and experience match the person specification and job description. We expect you to demonstrate in detail that you have the knowledge, skills and experience required for the role. Unless you have covered all the essential criteria, and provided specific evidence, supported by relevant examples, you are unlikely to be shortlisted for interview.

**Shortlisting process**

Shortlisting of applications is always carried out by at least two people. Candidates will be informed of the outcome of their interview as soon as possible (this can sometimes be a few days after the interviews). Your equal opportunities form is only seen by HR for administration and monitoring purposes. It will not be considered for any selection decisions and will not be shared.

**Offer of employment**

Any offer of employment will be made subject to:

* Satisfactory references
* Disclosure and Barring Service (DBS) check in the UK
* Confirmation of the right to work in the UK
* (candidates invited to interview will be provided with the relevant information relating
* to complying with the preventing illegal working legislation)
* Satisfactory completion of a probationary period

**Unsuccessful applications**

* **I**ncomplete applications will not be considered
* Due to the volume of applications we receive we are unable to provide feedback to

applicants who have not been invited to interview

* Candidates who are unsuccessful at interview stage can request feedback

**Data protection**

Youth Music will use the information you provide to assess and process your application for employment. If you become an employee, your information will be held on our databases and systems to manage your employment. Unsuccessful candidates’ information will be held for six months before being destroyed. We will store all of your data in line with the General Data Protection Regulations 2018 (GDPR).