

EMPOWER
MANCHESTER • SALFORD

THE HOME OF:

HIDE
OUT
An OnSide Youth Zone



FINANCE AND ADMINISTRATION ASSISTANT

Job Title: Finance and Administration Assistant

Reporting to: Senior Finance Manager

Location: Currently located at HideOut Youth Zone for training purposes, with **base transition to Salford Youth Zone early 2025**

Salary: £24,960 - £26,278 (pro rata)

Holidays: 33 days including bank holidays (pro rata)

Hours: 40 hours per week, can consider 30 hours per week (including some evenings and weekends)

Key Relationships: Senior Finance Manager, Office & Admin Manager, Director of Operations, Youth Work Managers

ABOUT EMPOWER

Empower Youth Zones is the charity that oversees the creation, management and sustainability of Youth Zones in Manchester and Salford. These include HideOut Youth Zone located in Gorton, East Manchester which opened in 2020 and Salford Youth Zone located in Pendleton, Salford which is due to open to young people in Spring 2025. HideOut and Salford Youth Zones provide children and young people aged 8-19 and up to 25 for those with additional needs with somewhere safe to go, something position to do and someone trusted to talk to.

Empower Youth Zones are part of the national network of OnSide Youth Zones, which supports the creation and implementation of a network of Youth Zones across the country. Youth Zones are, purpose-built spaces fizzing with energy, and crammed with incredible facilities. They are staffed by skilled and dedicated Youth Workers who truly believe in young people – helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it. This is life-changing support that helps tens of thousands of young people from a diverse range of backgrounds to thrive. There are currently 15 active Onside Youth Zones across the UK with 20 due to be open by 2025.



WHAT IS THE ROLE?

The Finance & Administration Assistant plays a critical role in the Youth Zone's mission to provide young people with affordable access to fun and inspiring opportunities; designed to help them lead active, positive lives and raise aspirations. The role holder will provide finance and administrative support to enable the smooth running of the Youth Zone's activities, including but not limited to: day-to-day finance tasks such as cash counting, bank reconciliations, placing orders and processing supplier payments, generating supporter invoices and financial reporting, plus general office admin, supporting recruitment and HR processes and providing a first-class service to our members and supporters.

This role will add extra capacity to the HideOut Youth Zone team in its first 6-12 months whilst also supporting the finance and admin function of Salford Youth Zone during its construction phase and pre-opening period. **This role will then transition into the Salford Youth Zone team permanently.**

WHAT WILL I BE DOING?

- Being responsible for the day-to-day financial processes & procedures of the Youth Zone, including using Sage to post purchase invoices and raise sales invoices, generating aged creditor reports, counting/preparing incoming funds for cash collection, bank reconciliation and monthly financial reports
- Assisting the Business Administration Manager in the recruitment and selection process of staff and general HR functions
- Helping to maintain the Youth Zone's membership database system
- Supporting the Business & People Manager in the recruitment and selection process of staff and general HR functions
- Providing comprehensive administration support for internal and external customers
- As and when required, to take responsibility for maintaining the reception area at the Youth Zone and providing a welcoming environment, acting as the first point of contact for Youth Zone members, staff, volunteers, suppliers, visitors and the general public
- Assisting with any general administration and communication functions as required
- Carrying out any other reasonable duties as requested by the Senior Leadership Team

WHAT ELSE WILL I NEED TO DO?

- Be a role model for young people and present a positive "can do" attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of Empower Youth Zones and OnSide
- Represent Empower Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct, health and safety and equality and diversity to ensure all activities are accessible
- Be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided)
- Assist with any promotional activities and visits that take place at the Youth Zone
- Actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership.

Somewhere safe to go. Something positive to do. Someone trusted to talk to.

PERSON SPECIFICATION

Selection Criteria A = Application Form I = Interview	Essential or Desirable	Method of Assessment
Experience		
At least 2 years' experience in a finance-related role that was responsible for day-to-day finance tasks (i.e., procurement, accounts receivable, accounts payable, general ledger maintenance and financial reporting)	Essential	A & I
Extensive administration experience in a fast-paced environment	Essential	A & I
Working knowledge of accounting software (ideally Sage)	Essential	A & I
Assisting with day-to-day HR administration	Desirable	A & I
Experience of working with young people	Desirable	A & I
Qualifications		
GCSE in Maths and English or equivalent	Essential	A & I
A basic IT or computer literacy qualification	Desirable	A & I
Skills		
Excellent organisational, communication and interpersonal skills	Essential	A & I
Meticulous attention to detail and ability to perform tasks with accuracy and efficiency in mind	Essential	A & I
Excellent written and verbal communication skills	Essential	A & I
Highly developed IT skills in MS Office and databases	Essential	A & I
Ability to cope with multiple demands and deadlines	Essential	A & I

High levels of integrity and trustworthiness	Essential	A & I
Able to work on own initiative and as part of a team	Essential	A & I
Excellent timekeeper	Essential	A & I
Knowledge		
Knowledge of the issues which effect young people and safeguarding	Desirable	I
Personal Attributes		
High levels of integrity and ability to handle confidential information with a positive, can-do attitude	Essential	I
Able to relate well to children, young people and adults	Essential	I
A willingness to work unsociable hours when required	Essential	A & I
A willingness to cover events, holidays and staff absence	Essential	A & I
DBS clearance and committed to safeguarding children	Essential	A & I

ADDITIONAL INFORMATION

Empower Youth Zones is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to an enhanced DBS check.

The strength of Empower Youth Zones and the OnSide network of Youth Zones is the diversity of its people; we place huge value on equal opportunities and encourage applications from candidates of diverse backgrounds, communities and abilities. The one thing we all have in common is our desire to raise the aspirations of young people across the country.

For information regarding how OnSide Youth Zones process your data, please visit www.onsideyouthzones.org/applicant-privacy/

APPLICATION INFORMATION

Application form: www.hideoutyouthzone.org/vacancies

How to apply: Please complete the application form and return to recruitment@empoweryouthzones.org

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BENEFITS OF WORKING FOR EMPOWER YOUTH ZONES

 Onsite Fitness Gym & Boxing / MMA Suite	 33 Days Annual Leave Pro-Rata	 Secure Cycle Store
 Branded Workwear	 Queen Bee's Cafe	 Flexible Working
 Learning and Development Opportunities	 Partnership Working	 Working with Like-Minded People and Cultures
 Company Sick Pay and Enhanced Maternity Leave	 Pension Scheme	 Living Wage Employer

Employee Assistance Programme

Salford Youth Zone's Employee Assistance Programme provides free and confidential support for our employees on a wide-range of topics, such as:

- Unlimited telephone support (24/7) with calls answered by experienced in-house counsellors, legal and financial specialists
- Structured counselling over the phone, via live chat, email, or in person (up to 6-sessions)
- Family advice line on topics such as childcare & eldercare
- Legal information services including debt & financial information
- Critical incident and trauma support
- Occupational health services
- Crisis support
- "My Healthy Advantage" smartphone app and online personalised wellbeing portal, including videos, webinars, mini health checks and health coaching
- Coverage for dependents (partner/spouse and children aged 16-24) within HMRC guidelines
- Support for line managers
- BrightTV and Wellbeing podcasts

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FINANCE AND ADMINISTRATION ASSISTANT



OUR VALUES



YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

EXCELLENCE

We encourage ourselves and each other to be the best we can be through continuous learning and improvement, and a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



AMBITION

We are passionate and driven in taking on new challenges, embracing new ideas and exceeding our ambitions for young people, the Youth Zones and our local communities.

COLLABORATION

We create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.

