

## Junior Finance and Operations Manager

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upReach is seeking to hire a Junior Finance and Operations Manager. This is an exciting opportunity to support the growth of the charity, working with the finance team and to assist with the general operations of the charity. For the right candidate, we may also be able to offer support for professional finance qualifications such as CIMA or ACCA.

*upReach is an award-winning social mobility charity supporting less-advantaged undergraduates to secure top jobs. We deliver a comprehensive programme of professional development, through partnerships with top employers and universities. upReach works to address the progression gap, supporting students from lower socioeconomic backgrounds to secure graduate jobs after university, aiming to reach its vision of a society in which everyone has the opportunity to reach their full career potential, regardless of social background.*

### **Key Information**

**Junior Finance and Operations Manager** This individual will be responsible for supporting finance and office-related activities, and providing operational support to various areas of the charity.

<b>Role:</b>	Junior Finance and Operations Manager
<b>Location:</b>	London. Potential for flexible working arrangements.
<b>Hours:</b>	40 hours per week, 9am - 6pm
<b>Start date:</b>	ASAP
<b>Duration:</b>	Permanent
<b>Reporting to:</b>	Head of Finance and Business Operations
<b>Salary:</b>	£25,000 - £32,000 per annum (including London Weighting)
<b>Application deadline:</b>	9am Friday 10th December 2021. Early applications are recommended as we may interview and appoint before the closing date.

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### **About the Role**

The Junior Finance and Operations Manager will work on a wide range of Finance-related activities, with a supplementary focus on operational projects such as office management. Training will be provided, as and when required. For the right candidate, we may also be able to offer support for professional finance qualifications such as CIMA or ACCA. Reporting into the Head of Finance and Business Operations, your responsibilities will include:

- General bookkeeping
  - Logging sales and purchase invoices into Xero
  - Regularly performing bank reconciliations
- Accounts Receivable and Credit Control (Sales Ledger)

- Completing supplier set-up processes for customers
- Invoicing customers and following up regarding payments
  
- Accounts Payable (Purchase Ledger)
  - Logging supplier invoices
  - Create payment schedules
  
- Management Accounting
  - Updating budgets and forecasts
  - Supporting our Fundraising teams with proposal budgets
  - Tracking project-related expenditure
  
- Payroll
  - Maintaining accurate payroll records and preparing monthly payroll schedules
  
- Annual Audit
  - Supporting the Head of Finance with audit preparation and responding to auditor queries and requests for information

You will also work within the general operations of the charity, including in the following areas:

- General office management including ordering office supplies, monitoring meeting room usage, maintaining desk rotas, and assigning and tracking staff IT equipment
  
- Drive the implementation and ongoing management of a customer relationship management system (CRM) for the funding pipeline.
  
- Providing additional support to the CEO and Head of Finance and Business Operations as required.

### **Person Specification**

This position would be suited to individuals who are committed to upReach's mission. We are looking for someone who is passionate about social mobility and believes that background should not be a barrier to graduate employment.

### **Essential Skills/Experience:**

1. Experience performing tasks in at least one (but preferably more) of the following areas:
  - a. Bookkeeping using accounting software such as Xero or Quickbooks
  - b. Accounts Receivable and Credit Control (Sales Ledger)
  - c. Accounts Payable (Purchase Ledger)
  - d. Management Accounting
  - e. Payroll
2. Strong organisational skills with a keen eye for detail and the ability to manage a varied workload.
3. Self-motivation and an ability to work in a small team as well as independently.

4. Excellent communication skills and strong written English.
5. Confident working with Google Sheets or MS Excel.
6. At least a Grade 'B' in Maths and English GCSE (if you have extenuating circumstances, let us know)\*

\* The nature of the role requires a high standard of Maths and English, and the ability to quickly review a large amount of information and identify and communicate key themes clearly. Applicants may demonstrate this through the academic qualifications shown above and/or other relevant experience.

#### **Desirable Skills/Experience:**

1. Currently studying a professional finance qualification such as CIMA or ACCA
2. Accountancy degree
3. Experience in charity operations, such as office or database management
4. An interest in social mobility, and upReach's mission
5. Experience of working within a charity.
6. Experience of using Google Suite and Zoom.

#### **Values & Competencies**

upReach upholds the following values:

- Perseverance
- Integrity
- Advocacy
- Aspiration
- Proactivity

We are looking for candidates to display the following competencies during the application stages:

- Problem solving and decision making
- Planning and organising
- Collaboration
- Passion and motivation
- Communication skills

#### **About upReach**

Do you think that your socio-economic background should determine your career prospects? upReach's vision is of a society in which everybody has an equal opportunity to realise their full career potential. We help young people from less-advantaged backgrounds achieve their career potential by providing an intensive programme of support that addresses socio-economic barriers to graduate employment.

Our work is important because right now a student from a disadvantaged background who gains a first class degree from a top university is less likely to secure an elite job than a more privileged student with a 2.2.

We are an award-winning charity employer working to address this issue in partnership with employers and universities. Building on the success of the past five years, upReach's current partners include Allen & Overy, Bank of America, the Civil Service Fast Stream, Deloitte, McKinsey and

Slaughter and May. We also partner with universities including Exeter, King's College London, Liverpool, Warwick and Manchester.

This academic year, over 2,000 undergraduates (we call them upReach Associates) are being supported through our unique programme of application support, soft skills workshops, video forums (small group, online seminar-style sessions), mentoring and professional experience.

We aim to support 2,500 per year by 2022, while maintaining our personalised approach and expanding the support offered.

To find out more about upReach and how we support our students, visit our [website](#) and read our [Annual Report](#).

## **Application Process**

To apply for this role, please send an email addressed to Sam Gill to [HumanResources@upReach.org.uk](mailto:HumanResources@upReach.org.uk) with the following:

- Subject line: Junior Finance and Operations Manager
- Details of your availability to start the position
- CV and a covering letter (in PDF format).

The deadline is **9am on 10th December 2021**. In your covering letter, please address how you meet the points within the person specification, explain your motivation for applying to this role, and why you are interested in working at upReach. An assessment centre will take place on **Wednesday 15th December**, so please let us know when you apply if you are unavailable at this time. We may also hold interviews at an earlier date, and we encourage early applications as they will be screened throughout.

If you have any questions about the role or application process, please reach out to Sam Gill at [HumanResources@upReach.org.uk](mailto:HumanResources@upReach.org.uk).

Please Note: upReach has a responsibility under the Immigration, Asylum and Nationality Act 2006 to ensure that, **at the time of starting their employment, successful candidates have permission to work in the UK**. Unfortunately, upReach is unable to financially sponsor Visas or work permits.

## **Equal Opportunities**

upReach is an equal opportunities employer and does not discriminate in employment matters on the basis of race, religion, gender identity, sexual orientation, age, disability, social background or any other protected class. We support workplace diversity and believe it creates dynamic and effective organisations. We are working hard to increase diversity in our team and would particularly welcome applications from BAME candidates.

We are committed to making our roles and culture inclusive. We can make reasonable adjustments throughout the application process and on the job. If you have particular needs or requirements, please get in touch via the email address provided.