



Finance Administrator

Job Description & Person Specification

BeyondAutism

March 2024

Registered Charity No. 1082599

020 3031 9705

beyondautism.org.uk

 **BeyondAutism**

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About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of autism education to ensure autistic children and young adults access an education which empowers a life full of choice, independence and opportunity. We do this by creating positive educational experiences, training for the professional team around a child, and information, resources and support for families and carers.

Our services:

We deliver rapid and sustained outcomes in our Early Years' service by working with parents and children together. Empowering parents to feel resilient and confident in meeting the needs of their child leads to aspirational, informed choices creating a positive and successful step into primary education.

Our schools and Post-19 service have a specialist curriculum that ensures sustained success beyond the age of 25, setting children and young adults up with the skills and independence to lead a life of their choosing. By teaching them the academic and life skills they need and through the promotion of a happy, caring environment, we nurture the confidence, independence and self-belief to enable them to make the most of the next stage of their life or education.

We also work more widely, activating networks and building local capacity with our solution focused Outreach team. Our unique BeyondAutism Fast Responder® service works at the point of crisis to change the national picture and reduce school placement breakdown.

Our values

At BeyondAutism we are:

Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

Committed to Behaviour Analysis, underpinned by the science of Applied Behaviour Analysis and Verbal Behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

Job overview

- We are looking for an enthusiastic and details-driven administrator to join our Finance Team,
- You will support the Finance Manager to complete weekly and monthly tasks so as to comply with the segregation of duties needed within the Finance Team.
- Working with teams across the charity, you must be a team player with the ability to adapt and be flexible.

What we can offer you

You can find a very rewarding career with BeyondAutism. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



Pension scheme *

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



Hybrid and flexible working

Charity staff have the option of hybrid and flexible working. To be agreed with HR and the department head.



Season ticket loan *

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



Bicycle loan *

We can loan you the cost of purchasing a bike for the purpose of cycling to work. Up to a maximum value of £1000, repayable over a period of 12 months or less.



Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



Eye care vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (*) are contractual benefits open to staff who have been in post for three months or more.

Main duties and responsibilities

1. Process all transactions on Pleo on a daily basis
2. Keep a check on Uber transactions
3. Process all transactions on Paypal on a daily basis
4. Process transactions on the Bank Accounts every week
5. Process transactions on the Credit Card every month
6. Amazon reconciliation monthly
7. Assist with Local Authority invoices and reports
8. Assist with other reports and analysis as required
9. Assist with Gift Aid claims and other donation platform reports needed for accounting purposes as required

Expected outputs and deliverables

- To process all company transactions on Pleo. Ensuring this is conducted daily, ensuring accuracy
- To keep a watchful eye over the company's Uber transactions, ensuring that all trips are approved and accounted for
- To process all PayPal transactions on a daily basis ensuring that all transactions are valid and correct
- To process transactions on the company bank accounts every week ensuring validity and accuracy
- To process the transactions that appear on the company Credit Cards every month
- To ensure that the Amazon reconciliation is up to date and processed on a monthly basis ensuring all transactions are accounted for
- To assist with Local Authority invoices and reports
- To assist with other company reports and provide valid, informative and correct data analysis as required
- Assist with Gift Aid claims and other donation platform reports needed for accounting purposes as required



What you will bring to the role

We are looking for passionate and dedicated professionals who want to make a truly positive impact on autistic peoples' lives. Working as part of the Finance Team you will provide expert administrative support across the organisation.

| | Essential | Desirable |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Education & qualifications | <ul style="list-style-type: none"> • Good level of educational attainment up to A-Level • 5 GCSEs or equivalent. Passes in Maths and English at grade C or above | <ul style="list-style-type: none"> • Degree • Accountancy qualification |
| Experience | <ul style="list-style-type: none"> • Experience using Xero accounting software | <ul style="list-style-type: none"> • Experience of bookkeeping for a charity or a growing business |
| Skills | <ul style="list-style-type: none"> • Strong Microsoft Office skills (including Word and Excel) • A good command of written and spoken English • Flexible, proactive and self-starter in approach to work • Good initiative, enthusiasm, with a problem-solving approach to new challenges • Strong administrative and workload management skills • Ability to compose clear and concise letters and e-mails • Analytical mind with strong attention to detail • Good and proactive communication skills • Excellent interpersonal skills to be able to work with a wide variety of internal and external contacts • Organised and methodical approach to record keeping • Excellent time management and organisational skills to be able to deal with a multitude of tasks and a range of priorities | |
| Abilities | <ul style="list-style-type: none"> • Able to work with minimal supervision • Literate and numerate | |
| Essential personal qualities | <ul style="list-style-type: none"> • Accuracy and attention to detail • Uses own initiative • Commitment to high standards of customer service • Open and honest approach • Flexible attitude • Self-motivated • Willing to get involved in a wide range of duties • A commitment to safeguarding and promoting the welfare of children and young adults | |

Job information

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| SALARY SCALE: | £24,830- £26,070 (pro rata) |
| HOURS: | 20 hours per week |
| ACCOUNTABLE TO: | Finance Manager |
| LOCATION(S): | Hybrid - a minimum of 1 day a week at the charity office or services based across Wandsworth, Hammersmith and Bromley. The main charity office is located at 140 Woking Close, London, SW15 5LD |
| PROBATIONARY PERIOD: | Six months |
| HOLIDAY: | 28 days plus bank holidays (rising a day with each year of service after 2 years to a cap of 36 days pro rata). Additionally there is a discretionary office closure between Christmas and New Year. |
| HOW TO APPLY: | If you're interested in applying for the role, please send your CV and covering letter detailing how you meet the person specification and your interest to recruitment@beyondautism.org.uk . If selected for interview you will be required to fill out a full application form for safer recruitment purposes. |

If you would like to know more or ask a question please email recruitment@beyondautism.org.uk.

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.

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020 3031 9705
recruitment@beyondautism.org.uk
140 Woking Close
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