



UpRising Finance and Operations Manager

Job Description and Competencies



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About UpRising

UpRising exists because our decision-makers don't reflect the society they serve. For more than a decade now, this has meant delivering programmes to support young people aged 18 – 25 from ethnically and culturally diverse backgrounds to take on leadership roles in their communities and to stand out on their employment journey. We recruit young people who have talent and passion and who wish to make a difference, supporting them to develop the networks, skills and confidence they need to fulfil their potential. In doing so, we open up their pathways to positions of influence in their career and their community.

Each year, over 400 young people in London, Manchester, Cardiff, Bedfordshire and Birmingham complete our programmes and over the past decade we've supported nearly 4,000 young people in total, 65% of whom come from a Black, Asian or minority ethnic background, 55% of whom are the first in their family to university and 59% of whom are women.

Over the past five years (2016-):

- UpRising participants have created 149 social action campaigns in and around their communities
- 519 young people have completed our Fastlaners employability programme (within 6 months, 64% of whom secured employment and 77% progressed on to volunteering and further training). (250)
- Our new Environmental Leadership Programme (launched in 2016) has created a platform for future green leaders, with 452 young people graduating. Our 2020 survey (181 respondents) showed that 34% had found employment in the environmental sector, 61% had gained volunteering experiences and 5% had gained apprenticeships or paid training.

We achieve all of this through our three core programmes for 18-25-year-olds – **Stand Out** (our 12-month long employability and mentoring programme), our **Leadership Programme**, and **Environmental Leadership Programme** (6 – 9 months long). All of these are delivered online with a focus on experiential learning.

In addition to this portfolio of programmes, we are responsive to work in partnership with other organisations to design customised programmes that deliver both our mission and their organisational priorities e.g. **the Future Generations Academy (Wales)**.

Job Description: Finance and Operations Manager

Reports to: Head of Finance and Operations

Hours: Full time, 37.5 hours per week

Salary: £30,000 (includes London weighting)

Contract: Permanent

Working pattern: Full time, remote and flexible working available

Holiday: 25 days including Bank holidays

Place of Work: Remote working with some travel required for in person meeting

Job requirements: An enhanced DBS check, obtained through UpRising

Please note: We are scheduling interviews as the applications come in. So apply now!

About the Operations team

The Operations team carries out all UpRisings' organisational management functions. The team coordinates and delivers UpRisings' financial, governance, HR, IT, GDPR and other work required by charity and companies regulators. The team also manages relationships with UpRisings' suppliers and contractors. The work of the team delivers on UpRisings' strategic objective – "Operations team being effective, efficient and professional in its work and operations. Ensuring we have the systems, resources and processes to achieve maximum impact".

About the role

Key functions and responsibilities of the role:

Financial Responsibilities

- With the support of the Head of Finance & Operations, provide effective financial management and control of all financial assets; including cash flow, bank accounts, books and records of the organisation;
- Establish, implement and maintain accounting policies, procedures and systems necessary to provide high quality financial support to the organisation;
- Reconcile accounts to trial balance.
- Produce cashflow statements for UpRising projects monthly
- Process and oversee payables and receivables
- Create funder financial reports when needed
- Lead on the annual budget process and ensure management account

reporting is accurate, effective and leads to compliant statutory accounts and that all financial covenants in the loan agreements are monitored and adhered to;

- Provide regular Finance and other reports to SLT, Finance Committee and to the Board.
- Develop colleagues' understanding of finances to embed a performance-led culture across the charity;
- Work with colleagues to develop ideas for potential future activities, assisting them with the development of coherent financial projections and business plans for presentation to external funding bodies

Governance

Work with HoF&O to ensure the probity and reputation of the organisation is protected through the development of appropriate policies and procedures and that all Board members and colleagues are aware of their responsibilities to achieve this.

HR management

With support from HoF&O and external consultants where needed, manage effective and professional HR, learning and development, volunteer and sessional contractor services, including the following activities:

- Recruitment and selection
- Learning and development
- Pay and benefits, including pensions
- Performance management
- Compliance with employment law, including policy and contractual matters
- Payroll

Contract and facilities management

- Manage UpRisings' relationships and contracts for office premises and professional services (currently for banking, phone, payroll and IT)
- Manage facilities management and health and safety
- Liaise with the IT support provider
- Act as first point of contact with UpRisings' HR advisor
- Be responsible for all UpRisings' contracts with external providers, supporting staff managing relationship where relevant Ensure team in their liaison with suppliers are ensuring best value purchasing for UpRising
- Ensure that the correct policies and procedures are in place to support the organisation's compliance with GDPR, and other relevant statutory requirements.

General Responsibilities

- 'Deputise' for the Head of Finance and Operation when she is on leave
- Represent and be an ambassador for UpRising
- Work to support the mission, ethos and values of UpRising

- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position
- Maintain and improve competencies through continuous professional development
- Abide by organisational policies, codes of conduct and practices
- Support and promote diversity and equality of opportunity in the workplace
- Treat with confidentiality any personal, private or sensitive information about individual organisations and or clients or staff and UpRising's data

Person Specification

Essential experience:

Finance:

Relevant, recent experience of working in:

- You understand SORP accounting rules and have applied them
- Have a track-record of financial management experience in the not for profit sector
- You are able to reconcile up to trail balance
- Year end experience and working with Auditors
- You have experience developing management accounts and talking them through with budget holders. You are highly numerate and have an analytic approach to your work
- You are able to use excel to a high level, using pivot table function and complex coding to manipulate financial data for end users ease
- Working with Trusts/Foundation and creating finance reports based on their needs

HR and other

- Working with payroll and payroll agents
- Advised/completed recruitment and induction process for staff
- Implemented learning and development objectives
- Able to manage and coordinate external consultant contracts
- Understand supplier contracts, how to source and negotiate contractual terms
- Conducting IT projects from beginning to end with little support
- Understand GDPR processes and implement
- Able to conduct health and safety checks, reports and assessments

Education/training

You are part qualified, fully qualified accountant or have experience to this level

Skills and Abilities

- Leadership skills to undertake a complex management role in a national organisation
- Adopt a solution-focused approach and make decisions effectively and timely

- You develop and maintain excellent working relationships with formal and informal stakeholders at every level
- Problem solving in a complex and rapidly changing environment.
- Ability to troubleshoot difficult situations, and deal with them calmly, diplomatically efficiently and effectively
- IT skills at a level that supports strategy, troubleshooting, dealing with suppliers as well as report writing, email, internet and database
- Meticulous and able to priorities conflicting needs
- Motivating and managing people
- Adaptability and flexibility in being able to take on new roles and manage a range of different internal and external relationships.
- You are constantly reflecting on working practices and improving where necessary. You take initiative and is proactive in your approach to work.

Knowledge

- Regulatory requirements and best practice policy and guidance relating to:
 - Financial management
 - Operations of registered companies
 - Project management
 - Budget management
- Role and nature of the voluntary sector and some of the challenges it faces, including funding; voice; advocacy; campaigning; delivery.
- Up to date knowledge of IT systems for SME's or Charities

PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

- Flexible and able to travel on occasion and work outside regular hours on occasion
- Works well in a team with a flexible approach to work
- Personal resilience and the ability to stay focused in a rapidly changing environment.
- Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work.
- You're aligned with our mission

Our Mission, Vision and Values

Our Mission is to... open up the pathways to leadership for talented young adults from diverse and underrepresented backgrounds and to equip them with the knowledge, networks, skills and confidence to fulfil their leadership potential, find new opportunities and transform the world around them through social action.

Our Vision is for... public leaders to better reflect and represent the communities they serve; with the motivation and character to bring about a substantial shift in power, enabling more people to take charge of their future and positively change their communities.

Our Values are...

1. Diversity

- Cross-party: Our mission is best served with support from each of the main political parties, who share our passion for representative leadership.
- Cross-sector: We support young people to make change happen, which involves the contribution of politics, private, public, and not for profit sectors.
- Representative power: We believe that society will benefit from more diverse and representative leadership.

2. Collaborative networks

- Pathways to power: We help young people learn from those in positions of power and encourage the generous sharing of networks and knowledge.
- Networks: Our mission is often best delivered in partnership with other organisations. We will work hard to develop and nurture productive networks.

3. High performing

- Initiative: We are entrepreneurial in responding to opportunities. We encourage young people to take action to improve the world around them.
- Performance: We keep our promises and deliver on our obligations. We track and prove our impact.

UpRising Staff

Employees who enjoy working for UpRising are committed to our vision of 'changing the face of power', they believe that young people from ethnic minority and working class backgrounds are able to affect change both for themselves and their communities to help overcome systematic injustice.

They are:

- Professional in their approach.
- Knowledgeable, passionate about, and committed to, equality, diversity and inclusion.
- Skilled in and have expertise working with and supporting young people (18-25) and are interested in what young people have to say.
- Flexible and adaptable, able to work across multiple, complex projects, programmes, and ideas.
- Collaborative: happy to work with others and on their own. They are willing to try new things and take the lead without being asked.
- Proactive: able to take charge of their own personal and professional development, seeking new opportunities for themselves, the young people UpRising serves and the organisation.

The young people (18-25) we work with

The young people UpRising works with come from ethnically diverse and working-class backgrounds. They are motivated to create change for themselves and their communities but often lack the social, cultural and economic capital and networks to navigate competitive employment and leadership environments. They may also face discrimination because of their ethnic or class background. Our work seeks to redress the unequal access to meaningful employment and positions of leadership in society.

How to Apply

Deadline to apply: **Sunday 31st October 2021.**

Please **apply as soon as you can**: we will interview candidates as appropriate applications are received. **If we find the right candidate, we will close applications process early.** Please apply to hr@uprising.org.uk stating how you meet the requirements for this post.

Please send a completed application form and up to date CV (include contact details of two references in CV).

There is an opportunity to have an informal conversation with Chanade Bandaranayake (Head of Finance & Operations) chanade.bandaranayake@uprising.org.uk to gain better understanding of the organisation and role.

Please note that to keep our recruitment process open and fair, we will not negotiate salaries outside the advertised range. Position remains open until filled.

The Recruitment Process

Our recruitment process aims to see candidates at their best. That's why we set out the process from the beginning. We will ask you to show your skills, not just talk about them—through examples of your work or an exercise.

We are currently conducting our interview processes virtually as we continue to respect and follow necessary social distancing guidance to protect our team and our candidates.

There will a test to do at home and time allocated test for the first hour before your interview. The test to do at home will be explained and deadline set to submit before interview date. Following the 1hour timed test there will be an up to 1 hour interview with a panel.

We aim to represent the diverse communities we are part of and welcome applicants from across all sectors of the community. We strongly believe that a diverse workforce brings with it a diversity of ideas, thinking and ways of working which enhances what we do.