

# ROLE PROFILE

## ADMINISTRATION AND FINANCE OFFICER

<b>Job Title</b>	Administration and Finance Officer	<b>Salary</b>	£26,000 FTE
<b>Reporting to</b>	Business Operations Manager	<b>Holidays</b>	33 days (pro rata)
<b>Location</b>	The Way Youth Zone	<b>Hours:</b>	25 hours a week



### About The Way Youth Zone

In the heart of Wolverhampton, a beacon of inspiration and opportunity arose in 2016, thanks to the visionary collaboration between the Wolverhampton City Council, local businesses, and OnSide. The Way Youth Zone, a dream championed by philanthropists like Steve Morgan CBE, The Queen's Trust, and St James's Place Foundation, transformed into a vibrant reality, offering a sanctuary where the youth could soar.

Since opening our doors, we have been a second home to young people aged 8-19, offering an array of over 20 activities nightly. Our purpose-built haven is more than just a building; it's a dynamic space where young minds from all walks of life converge to explore, create, and dream. Here, friendships blossom, skills are honed, and potential is unleashed in an atmosphere brimming with energy and fun.

At the core of The Way Youth Zone is our dedicated team of youth workers, the unsung heroes who provide unwavering support and guidance every day. They are the mentors, the confidants, and the cheerleaders who ensure that every young person feels heard, valued, and empowered. Through meaningful conversations, collaborative projects, playful games, and specialised support, we offer transformative experiences that ignite the spirit and foster resilience in our community's youth. Join us, and be a part of this life-affirming journey at The Way Youth Zone.

## Job Purpose:

The Administration and Finance Officer plays a vital role in ensuring the smooth and efficient running of The Way Youth Zone by providing comprehensive administrative and financial support across all areas of the organisation. This role is central to maintaining effective financial procedures, managing invoices, and liaising with external management accountants to ensure accurate financial reporting.

Beyond finance, the Administration and Finance Officer will be instrumental in supporting the Business Operations Manager with recruitment processes, maintaining the volunteer database, and coordinating external bookings to maximise the use of the Youth Zone's facilities.

With a proactive and flexible approach, the postholder will be a crucial part of The Way's team, helping to drive efficiency and support the delivery of high-quality services for young people in Wolverhampton.

## Duties and Responsibilities

- To provide a comprehensive administration services across all areas of the Youth Zone,
- To run the day-to-day financial procedures of the Youth Zone, including purchase invoices and raise sales invoices, preparing incoming funds for cash collection, and respond to finance queries.
- Maintain a close working relationship with the external management accountants, providing them with the relevant finance information as required.
- Support the Chief Executive and Head of Fundraising with managing restricted income, by ensuring all relevant spend is recorded appropriately.
- Developing bookings from external companies/ persons utilising all areas of the building whilst building connections and showcasing our facilities.
- To assist the Business Operations Manager and wider SLT in the recruitment and selection process to build the staff team.
- To support the Business Operations Manager and Volunteer Coordinator to establish and maintain the volunteer database system.
- To deputise in the absence of the Business Operations Manager.
- To assist the youth work team in recording and evaluating work and providing reports, statistics and other relevant information as required, both internally and externally.
- To assist the Business Operations Manager in the servicing of board and committee meetings, if required.
- To assist the Chief Executive and Head of Youth Work in monitoring progress against targets and measuring the impact of the Youth Zone.
- As and when required, provide temporary cover for the reception area at the Youth Zone; providing a welcoming environment.
- To assist with any general administration and communication functions as required
- To carry out any other reasonable duties as requested by line manager
- A willingness to cover events, holidays and staff absence.

## Person Specification Criteria

### 1. Experience and Skills

- Previous experience in administration and/or finance.
- Strong organisational skills with the ability to manage multiple tasks efficiently.
- Excellent communication skills, both verbal and written.
- Proficiency in using office software

### 2. Personal Attributes

- Welcoming, professional, and positive demeanor.
- Passionate about working with young people and supporting their development.
- Proactive and able to take initiative.
- Committed to continuous improvement and personal development.
- Ability to remain calm and composed under pressure.

### 3. Values and Attitudes

- Demonstrates a clear 'can do' approach.
- Committed to the values and mission of The Way Youth Zone.
- Eager to learn and willing to take risks for the benefit of young people.
- Takes personal responsibility for actions and outcomes.

### 4. Safeguarding and Compliance

- Understanding of safeguarding and child protection principles (training will be provided).
- Ability to comply with health and safety, equality and diversity, and other relevant policies.
- Alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members.

### 5. Qualifications

- First Aid qualification (or willingness to obtain one).
- Relevant qualifications in finance and AAT2(desirable)

### 6. Additional Skills

- Experience in handling cash and basic financial transactions (desirable)
- Ability to assist with promotional activities and events.
- Experience in working within a performance framework (desirable)

### 7. Interpersonal Skills

- Ability to build positive relationships with young people, parents, staff, and external partners.
- Strong team player with the ability to support colleagues and contribute to a positive working environment.