



## Finance & Operations Officer

### Maternity Contract

**Salary:** £30,000 per annum  
**Hours:** 9am - 5.30pm Mon-Fri (four day week considered), with early Friday finish  
**Location:** London Bridge - home working with a minimum of 1 day in the office  
**Start date:** Monday 25th November 2024  
**End date:** 1 year with potential for extension  
**Reports to:** Director of Operations

#### About Future Frontiers

At Future Frontiers, we support young people from disadvantaged backgrounds to realise their potential at school and achieve post-16 qualifications that build towards secure, fulfilling employment.

In partnership with schools, businesses and supporters, we deliver an evidence-based programme of career coaching and 1:1 guidance for young people when they are in Year 10 and 11. This year, we are working with 3,000 young people across Greater London.

Our five-year strategy for 2021-26 is focused on ensuring that our programme achieves meaningful long-term impact at the post-16 transition, transforming the life-chances of disadvantaged young people. You can find out more about our pupil journey and impact so far in the [Annual Impact Reports on our website](#).

#### About the role

A colleague in the Operations team will be taking maternity leave from late 2024 for approximately 10 months. We are looking for a new team member to join us in late November for a period of handover with the current Finance and Operations Officer, and then to support the Director of Operations during our colleague's maternity leave.

Key focus areas will be finance and bookkeeping using Xero software, HR support, basic IT management and charity and company administration.

This role provides the chance for an experienced Xero user to develop a greater understanding and knowledge of charity and company management across finance, HR, IT, operations, office management and administration in a friendly and supportive environment, with personal and professional development at its heart.

## Key Responsibilities

### Financial Management

- Bookkeeping via Xero
  - Reconciliations
  - Preparing bills and invoices
  - Manual journals
  - Monthly reporting
  - Audit field work support
- Department budgets (managed via google sheets)
- Recording income and expenditure
- Recording restricted and unrestricted fundraising income
- Bank payments
- Work across departments to support timely invoicing and proactive debtor management

### Operations Management

- Manage Operations email inbox
- Office management (serviced offices)
- IT management (issue laptops etc)
- Basic website maintenance

### HR Management

- HR record management
- Support recruitment and hiring process
- Lead on new starter induction process

### Company and Charity Administration

- Support Governor and the charity with compliance administration
- Support Director of Operations and CEO with organisational requirements such as audit, company filing and gift aid submissions

## About you

### Experience:

- Proven experience and high level competency on Xero accounting software and Excel/Google Sheets (Essential);
- Demonstrated success in supporting colleagues within an operations team (Essential);
- A passion for social mobility and a commitment to the charity's mission (Essential).

### Skills and competencies

- Passion for Future Frontiers' mission: You are motivated to play a role in empowering disadvantaged young people to realise their potential.
- Service minded and 'roll your sleeves up' attitude;
- Team player with the ability to self-manage;
- Good communication skills;

- Numerate with excellent attention to detail;
- Commitment to our six values - outline on page 23 of our 2021-26 strategy: [Building Lasting Impact](#)

## What we can offer you

- Annual leave of 27 days plus bank holidays, increasing with service
- Flexible working with regular working from home as standard, 4pm finish on Fridays
- Annual personal training and development budget of £300
- Employee Assistance Programme, including counselling
- Team building offsites and regular team socials throughout the year

## Equal opportunities, diversity and inclusion

Here at Future Frontiers we are dedicated to the practice of equal opportunities. The principles of it underpin our mission and we treat all employees, volunteers, clients and young people as individuals. We believe in having an open and inclusive culture that champions diversity in all its forms, including disability, culture, race, gender, sexual orientation, age, life experiences, socio-economic background, and religion.

We encourage everyone to apply for our roles. If you would like to talk to us about working at Future Frontiers in advance of your application, particularly regarding diversity, we strongly encourage you to contact us via email and we will arrange a call. We'd love to hear from you.

**We are particularly interested to hear from candidates who have not been to university or who have lived experiences relatable to our young people.**

## How to apply

- To apply, please fill out [our application form](#) by answering these questions and attaching your CV.
  1. Please tell us why you want to work at Future Frontiers. What is it about us that excites you? (Max. 1,500 characters)  
*Strong answers will tell us why we appeal to you personally and why you are motivated to work for us.*
  2. Please tell us your experience of using and qualifications with Xero software. (Max. 2,000 characters)  
*Strong answers will factually and succinctly demonstrate your relevant experience.*
  3. Please tell us about your experience supporting operations/administration functions to date and what you think are learning opportunities for you in this role. (Max. 2,000 characters)
- **Deadline: Friday 27th September 9am**
- Initial online interviews will be held on **Thursday 3rd October**

- Final, in-person interviews are expected to be held on **Tuesday 8th October** at our office in **London Bridge**

*The successful candidate will be required to undergo a full 'safer recruitment' checking process, including an enhanced DBS check and reference checks.*