

Finance and HR Administrator Application Pack

Job Title	Finance and HR Administrator
Contract	2 years (we hope to be able to extend beyond this dependent on our financial position at the time)
Hours	4 to 5 days (28-35 hours per week)
Salary	5 days: £22,000-£25,000 4 days: £17,600-£20,000
Location	UK. Nationwide Home based office (suitable workspace and reliable fast internet required)
Application Deadline	Tuesday 7 th May, 9am
Interview dates	Thursday 16 th May

Please let us know if you need support or have a reasonable adjustment request by contacting recruitment@ndconnection.co.uk

Before completing the application form please carefully read the full role description and personal specification found in the application pack. If you need support or have any questions please:

- Review the application pack and see if your question has been answered.
- Attend a Q&A session and learn more about the role on Monday 22nd April, 5.00-5.45pm on Zoom (link on the website).
- Email us at recruitment@ndconnection.co.uk

Recruitment details

Recruitment Timeline

Deadline for applications : Tuesday 7th May 9am

Applicants notified if shortlisted : Thursday 9th May

Dates of interviews : Thursday 16th May

Interviewees notified if they have been appointed : no later than Friday 24th May

How to apply

The application process is two stages.

Stage 1: download and complete the application form.

- You will be asked to enter some of your contact details and details of previous work.
- You will then be asked to answer 3 questions.
- You will also be asked to complete an optional equality and diversity form.

Stage 2: If you are shortlisted you will be invited to attend an online interview. You will be sent the interview questions 5 days ahead of the interview date.

As part of the interview, you will be asked to complete two tasks that are relevant to the role. One task is responding to email enquiries, and one task is to review and update a finance spreadsheet.

Safeguarding

Successful applicants are required to complete an enhanced DBS check. A positive check would not necessarily prevent you from getting the role.

References

Appointment is conditional in receiving two satisfactory references.

About Neurodiverse Connection

Neurodiverse Connection is a Neurodivergent led Community Interest Company.

Our mission is to:

- Listen to and amplify neurodivergent views and voices.
- Give additional consideration to intersectionality and how we can support the amplification of views and voices that are often unseen and unheard.
- Support people from different neurologies to understand each other, facilitating solutions to the double empathy problem.
- Lead on changing understanding of sensory and social processing differences, particularly in relation to the built environment.
- Challenge the common misunderstandings and misconceptions of autism and support an improved understanding of neurodiversity within health and social care.
- Promote an improved understanding of neurodivergent culture and communication.
- Support neurodivergent people to have equal opportunities in life.
- Support neurodivergent people to have equal opportunities and outcomes in health.
- Support neurodivergent employment, including in leadership positions and facilitating change for the neurodivergent community.

Our commitment to you

It's part of our mission to be a great place to work and to demonstrate how to work in neurodivergent affirming ways. We believe this is beneficial to everyone, regardless of neurology.

We aim to:

- Offer flexibility in delivery hours, within agreed parameters.
- Work to make Neurodiverse Connection an organisation that you enjoy being part of, that supports you in your role, that recognises your contribution and that delivers great outcomes for the neurodivergent people we work to support.
- Involve you in shaping and directing the organisation.
- Listen when we don't get it right, and welcome constructive feedback.
- Involve team members in development opportunities and spending the social value we've accumulated together.
- 35 hour full time working week.



- 4% work place pension contribution.
- 26 days annual leave plus bank holidays pro rata.
- Access to a wellbeing fund.

Job Description

Role Summary

This role provides critical infrastructure support to enable us to work effectively and to support neurodivergent people to flourish and thrive.

You will work closely with The Governance and Team Lead to ensure smooth and effective running of our finance and HR processes. You will work with the wider team supporting their effective delivery of training and projects as well as provide day to day support. This is a mixed and self-directed role with opportunity to contribute to a range of work and projects. We require some core office hours, by agreement and support team members to work flexibly to accommodate good work/life balance.

Role Description

HR

- Support management of team Compliance and Training
- Support the organisation to be legally compliant
- Support the organisation to reflect its values in HR process

Finance

- Issue invoices and monitor and pursue unpaid invoices
- Manage and administer monthly procedures linked to payroll
- Manage and monitor monetary transactions
- Monitor expenditure against budgets
- Monitor and support wellbeing fund spend
- Monitor associate invoices and provide support as needed

General

- Be a point of contact and support team members
- Support to project team including monitoring emails and responding to enquiries
- Support online events and manage bookings
- Provide basic IT support to team members
- Format documents in line with the company brand guidelines
- Support team members to produce reports and presentations
- Work with our team and partners to enable Neurodiverse Connection to run efficiently in line with the overall company aims

Personal Specification

Note: we welcome applications from people who are able to meet these essential requirements with support through access to work. We welcome you identifying accommodations that you need that would support you to thrive at work and deliver this role.

Not sure if you meet the criteria? Please get in touch to discuss your interest and application.

General

Essential

- A commitment to the Neurodiverse Connection Mission
- Work in a Neurodivergent Affirming way
- Have a passion and drive to improve neurodivergent lives
- Strong attention to detail
- Work well independently, be self-motivated
- Ability to communicate clearly and directly with other team members
- Provide updates on progress or seek support/advice.
- Flexible and responsive to changing demands
- Able to plan, prioritise, use initiative, and meet deadlines
- Be self motivated and work independently as well as be a flexible member of a small team
- Confident use of emails to communicate with internal team members and external organisations
- Sound knowledge of Microsoft IT systems

Desirable

- Have experience supporting events on Zoom and Microsoft Teams

HR

Essential

- Understanding of organisational compliance and effective monitoring systems
- A basic understanding of statutory requirements regarding HR Administration procedures and employment law
- Ability to monitor and record staff development
- Awareness of and commitment to confidentiality and GDPR

Desirable

- Policy oversight experience
- Experience of completing DBS checks
- Knowledge of Health and Safety statutory requirements

Finance

Essential

- Excellent numerical skills
- Experience of using Microsoft Excel and its functions
- Ability to keep track of multiple invoices and related issues
- Experience of completing, submitting and monitoring invoices
- Experience of using Excel functions to keep accurate records
- Understanding of basic processing of financial transactions

Desirable

- Experience of using accounting software e.g. Xero