



envision

**Business Administration
& Finance Officer
Application Pack**

Deadline: Wednesday 25th September (Midnight)

Business Administration and Finance Officer

- **Remote, London, Birmingham or Bristol**
- **Permanent Contract**
- **Start Date: ASAP**
- **Full time or part-time (minimum 4 days per week)**
- **£25,000- 28,000 (plus £2k London Weighting) depending on experience**

Envision actively encourages applications from those from Black and Minority Ethnic backgrounds and from socio economic disadvantaged backgrounds as they are currently under-represented in our organisation.

We seek to ensure we achieve diversity in our workforce and that all applicants and employees receive equal and fair treatment, regardless of age, race, gender, religion, sexual orientation, disability or nationality.

Please note, we are unable to support visa applications and therefore applicants must have the right to work in the UK.

Envision graduates will be guaranteed a first-round interview.



A bit about us

At Envision we work in partnership with schools in London, Birmingham, the West Midlands and Bristol to identify young people from backgrounds which are under-represented in the world of education, employment and training, who will benefit most from the opportunity to develop their confidence and essential skills.

Through weekly in-school sessions, our trained Envision staff empower young people to tackle a real-life social issue by designing, developing and delivering a social action project.

Through facilitation and guidance from Envision staff and mentor teams from our corporate partners, young people learn to aim high - by setting their own goals, generating ideas and problem-solving to overcome obstacles - and stay positive through recognising their own skills and achievements

They complete our programme with the skills and confidence they need to shape their own futures.

'I am most proud of working on my communication and determination skills as I now feel more confident talking to big crowds of people.'

Ammaarah,
Broadway Academy



We believe a young person's background mustn't determine their future.

Young people from less-advantaged backgrounds too often miss out on opportunities in and outside school to build the confidence and essential skills they need to succeed in later life.

This means young people from less-advantaged backgrounds are underrepresented in the world of work. This is unacceptable. Where you grew up mustn't determine where you're going.

"People with higher levels of essential skills experience improved social mobility, employment, earnings, job satisfaction and life satisfaction...these skills work as a platform for developing other skills, including the basic skills literacy and numeracy as well as technical skills."
(Skills Builder Partnership 2023)



Where you come in

As Business Administration & Finance Officer (BAFO) you will be responsible for the smooth running of the administration of the charity. Working closely with the finance team, HR team, regional managers and senior management team.

The aim of the role is to standardise our back-office processes to ensure accuracy and efficiency across the areas of Finance, HR, IT as well as travel & event management.

Responsibilities

- Provide administrative support for all Envision delivery staff.
- Assist with sourcing event space for programmes.
- Administration of contracts (MOU) with our partner organisations.
- Processing financial transactions on our accounting software, ensuring that transaction have relevant receipts, invoices, grant letter and other backing.
- Raise invoices to our partner organisations.
- Provide administration support for the organisations purchasing card system.
- Process bookings for hotels, travel & events.
- Submit gift aid claims with assistance from the Finance Manager.
- Process administration for recruitment & onboarding employees.
- Maintain employee records on our HR management system.
- Publish policies and procedures to HR system.
- Data entry on our CRM (Salesforce)



Person specification

Experience, Knowledge, and Skills	Essential/ Desirable	Demonstrated In Application (A) Or Interview (I)
Experience of administration – experience working in a busy and varied administrative support role	D	A & I
Demonstrate the ability to work as part of a small team and use your own initiative.	E	A & I
Experience of IT systems –including Office365, Shared Drive.	E	A & I
Experience of shared services IT systems – Xero, SafeHR, Salesforce & Docusign.	D	A & I
Demonstrate a logical approach to developing and implementing processes.	D	A & I
Demonstrate excellent communication skills both verbally and in writing to a wide range of people.	E	A & I
Demonstrate excellent organisational skills and the ability to prioritise own workload to meet deadlines	E	I
Demonstrate a high level of accuracy for data entry	E	I
Competencies and Values	Essential/ Desirable	Demonstrated In Application (A) Or Interview (I)
Commitment to Envision’s vision, mission and values and ability to work well in, and contribute to, our organisational culture	E	A & I
Communication: Ability to engage others through active listening, effective writing and speaking using tone, expression and gestures	E	I
Creativity: Developing ideas by considering different perspectives and using this to create solutions for problems	E	I
Teamwork: Working collaboratively and managing group discussions to reach shared decisions whilst understanding and respecting others' cultures, beliefs and experiences	E	I
Determination: Remaining flexible but resolute in your approach to reach your goals, and looking for opportunities in difficult situations	E	I

Conditions and Benefits

Terms and Conditions

Remuneration	£25,000–28,000 per year (+ £2,000 London weighting) dependent on experience.
Location	Remote, London, Birmingham or Bristol We operate a hybrid working policy with a minimum 1 or 2 days in the office per week and occasional travel across regions.
Contract Type	Permanent Full time (or part time with a minimum of 4 days per week)

Employee Rights and Benefits

Pension:	All eligible employees will be automatically enrolled into the NEST Pensions scheme. 5% matching contribution.
Annual Leave	25 days plus bank holidays, plus 3 additional days between Christmas and New Year. The 25 day allowance will increase by one day per year up to 30 days
Volunteering Days	2 days per year, can be broken down into half days/ hours subject to agreement from line manager
Flexible Hours	10am to 4pm are core hours. Office hours are 8am to 6pm
Bike to Work Scheme	Up to £1000 limit
Parental Leave	Maternity Leave/ Adoption Leave/ Shared Parental Leave- 12 weeks full pay, 12 weeks half pay, 12 weeks statutory pay Paternity Leave- 4 weeks full pay
Compassionate Leave and Pay	Discretion of line manager (up to 5 days paid)
Sick Pay (OSP)	Occupational sick pay (OSP) – 2 weeks full pay in 1st year, 4 weeks full pay in Year 2 onwards.
Employee Eye Test	Envision will refund the cost of an annual eye test. Simply book and attend your eye test with any recognised optician (e.g. Specsavers, Vision Express etc) and then include the cost of the eye test in your next expenses claim
Charity Workers Discount	Receive savings and cashback on many personal purchases. They also offer a cashback prepaid card for more savings

Application Process

To apply, please complete the application form [here](#).

Recruitment Timetable	
Schedule	Milestone
Wed 25 September (Midnight)	Closing date for applicants
Week Commencing Monday 30th September	First interviews (by Zoom)
Week Commencing Monday 7th October	Final interviews (in one of our offices)

- We will only be contacting candidates who have been shortlisted for interview. Therefore, if we do not contact you, please assume you have been unsuccessful.
- The safety and well-being of the young people we work with is paramount at Envision. Successful candidates will be subject to a full Enhanced DBS check and reference checks. All new staff must attend Safeguarding Training during their induction period, in line with Envision’s Safeguarding and Child Protection Policy. Failure to complete internal Safeguarding Training may result in the role being withdrawn.

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