



Job Description

Vacancy Advert: Finance Assistant

Background Information:

Moss Side Millenium Powerhouse is a busy Youth & Community Centre located in Moss Side, Manchester. We are an independent charity, which operates a diverse range of youth activities, support services and hireable space. A lot of the work we do is with young people aged 8 -19 or up to 25 for those with additional needs offering provision during the day in school holidays and universal provision in the evenings.

Moss Side is a vibrant ethnically diverse area close to the city centre. We aim to meet the needs of our young people and their communities working inclusively using the principles and practices of informal education and community development.

We are seeking a reliable and detail-oriented Finance Assistant to support our Business & Finance Manager. You will maintain accurate financial records, support payroll and bookkeeping.

Hours: 21 Hours per week

Salary: 25-28k FTE dependant on experience

Why work for Moss Side Millennium Powerhouse

- Flexible, part-time working.(3 days per week)
- We care about your wellbeing – extra holiday day for your birthday,
- You will be part of our mission to positively impact the lives of young people in Central Manchester
- Cycle to Work Scheme
- 25 days annual leave (Pro Rata for part time hours)
- Supportive and inclusive working environment
- Opportunity to contribute to a meaningful organisation

Please email w.sedeq@msmpowerhouse.org.uk (Business & Finance Manager) with your CV and accompanying letter defining how you meet the requirements for this role.

Interviews: If you are shortlisted you will be invited to an interview on August 20th.



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Equal Opportunities:

To ensure compliance with all Equal Opportunities legislation and good practice.
To actively promote equality and diversity within all service provision and activities.

Health and Safety:

To ensure compliance with all relevant Health and Safety legislation and guidance.

Supervision and Support: To participate in regular supervision sessions.

General:

Post holder is expected to:

- Work within Powerhouse's values, ethos, and vision
- Attend team meetings.
- Contribute to the development of the Powerhouse.
- Work in accordance with the Powerhouse policies and procedures
- To identify and attend relevant training as required.
- To work in accordance with all relevant legislation
- To undergo regular supervision and annual appraisal
- Undergo a DBS Check

Additional Information:

The post holder will be required to undertake such other comparable duties as may be required by management.

Powerhouse Values

The Powerhouse brand is unique and is driven by the following shared values which are clearly articulated. Ability to master and represent our vision and values is therefore important.

Welcoming	A friendly place where everyone is welcome, and diversity is celebrated. Young people can be themselves in a safe space
Inclusive	Offer support and activities to all young people inc. young carers, care experienced, asylum seekers, LGBTQ+, SEND.
Collaborative	A space where organisation's work together to get the very best outcomes and opportunities for young people.
Empowering	We empower young people and those who work with them to achieve their full potential and thrive.



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Person Specification: Finance Assistant

The successful candidate will have:

Qualifications	Essential (E) Desirable (D)
AAT Level 2/3 or above (or equivalent experience)	E
Skills	
Experience using QuickBooks or similar software	E
Working knowledge of payroll processes	D
Knowledge of charity accounting and the Charity SORP framework	D
Understanding of charity VAT rules	D
Strong attention to detail and organisational skills	E
Ability to work independently and manage workload effectively	E
Good communication skills and a collaborative approach	E
Work Related Circumstances	
Right to work in the UK	E
Undertake a DBS check	E