



## **JOB DESCRIPTION**

### **People and Finance Assistant**

£25,000 FTE. We think that this job requires 21 hours a week, but we're open to discussion.

#### **About Little Village**

Little Village is like a foodbank, but for clothes, toys and equipment for babies and children up to the age of 5. We've grown to be one of the largest 'baby banks' in the UK, supporting over 11,000 children since we launched in 2016. Families are referred to us via a network of over 1,800 professionals such as midwives and social workers.

As a volunteer powered movement of parents committed to alleviating child poverty, Little Village's vision is that every child in the capital has the essential items they need to thrive.

#### **About this role**

We are looking for someone to join our team who is passionate about tackling child poverty and motivated by our values of love, solidarity, thriving and sustainability.

We are ideally looking for someone with an HR or Finance background but as a small organisation, we also need someone happy to work across the breadth of People and Finance and to work collaboratively and creatively with the whole team.

**Reports to:** Head of People and Head of Finance

#### **Purpose of role:**

To provide excellent and efficient administrative support to the Little Village Finance and People teams and be a primary contact for HR and Finance queries for the wider Little Village Team.

#### **Main responsibilities:**

##### **People**

##### **Data and reporting**

- Ensuring HR records are kept up to date including employee files, absence tracking and training records
- Data entry where required to support our processes
- Reporting and monitoring compliance (e.g. renewal of training courses)
- Support with payroll preparation

##### **Recruitment support**

- Managing recruitment administration and correspondence (placing adverts, acknowledging applications, interview scheduling, contract administration, new starter paperwork, pre-employment checks, induction scheduling etc.)
- Supporting the Head of People with resource planning

##### **Development support**

- Supporting the Head of People to develop our Learning and Development offering
- Training administration (course booking, correspondence and updating records)



### **Projects**

- Supporting the Head of People on strategic projects and initiatives covering Inclusion and Diversity, Wellbeing, Recruitment and Performance
- Ad hoc support for finance projects e.g. setting up templates and documents

### **Finance**

#### **Payments and Income**

- Supporting payment process by entering invoices on Xero and setting up bank payments
- Preparing invoices and donation receipts where required
- Collating payment reports from Just Giving and preparing excel spreadsheets for a journal

#### **Data and reporting**

- Organising paperwork; updating signatories, registered address and other bank/official admin
- Maintaining asset register
- Support with year-end and audit processes and grant reporting

#### **Responding to queries**

- Monitoring recruitment and finance inboxes and responding to queries in a timely and professional manner
- Triaging all emails and enquiries which require further support

### **About your skills and experience**

#### **A fantastic track record**

- Experience in an HR or Finance environment
- Strong administration and organisational skills
- Strong attention to detail and accuracy
- Comfortable with numbers and data manipulation

#### **A great communicator**

- Discrete and comfortable dealing with confidential information
- Strong verbal and written communication skills

#### **Able to manage multiple priorities**

- Excellent at juggling multiple competing tasks and still deliver on time
- A strong eye for detail, for example relevant legislation, Salesforce updates and integrations

#### **A knowledge and passion for our work**

- A passion for tackling child poverty and the role we can play in that
- A strong commitment to our values

#### **Desirable but not essential**

- Experience of MS Office with good Excel skills
- Experience (direct or indirect) of living in poverty



## **What we can offer**

### **Salary and pension**

We are offering an FTE salary for the role of £25,000 pro-rated to 21 hours a week (our working week is 35 hours). On pensions, we will match your contributions by 3%.

### **Annual leave**

You will be entitled to 28 days of annual leave including bank holidays (these will be pro-rated to reflect your hours). We usually give the team time off between Christmas and New Year that doesn't come off your allowance.

### **Hours of work**

We know everyone's lives are different and that traditional working patterns may not be quite right for you. In this role, we're ideally looking for someone who can work 21 hours a week (our working week is 35 hours). We're flexible about how and where those hours are worked. If you are interested in the role but cannot commit to the hours above, we are also open to discussing the hours you are able to do.

### **Location**

Currently we are all mainly working at home in London. When we go back, we are very flexible about where you work. We have an office in White City and you will be expected to visit our sites and work with the teams across London on a regular basis.

### **Contract**

This is a permanent contract. You will have a probation period of 1 month.

## **The application process**

Little Village operates in London, one of the most diverse cities in the world. We are working towards a goal where our team fully reflects that diversity and difference in lived experiences and strongly encourage applications from under-represented groups including: people from Black, Asian and Minority Ethnic backgrounds, LGBTQ+ people, people with disabilities, people with lived experience of poverty either personally or through family, experience of the care system, non-graduates and first-in-family graduates. As part of our commitment to fairer recruitment, all applications will be assessed without names and any protected characteristics.

We want Little Village to be a place where our individual differences and contributions are truly recognised and valued. We want to support people with disabilities and are fully committed to make any reasonable adjustments so that everyone can apply to this role. We are serious about working with the right candidate to make this role work for them.

The requisite eligibility criteria, or work visa to work in the UK are a requirement for this position and unfortunately, we are not able to offer relocation and/or sponsorship support.

As we're all working from home this will mostly be a virtual process – using Zoom or MS Teams for video interviews. If you need additional support with this then please do let us know what you need and where we can help make this accessible.

To apply, we would like you to complete this [online application form](#) by 10am on Wednesday 21st April. Here, you'll be able to attach a CV. You will also need to respond to the following questions, using up to 500 words for each answer.



- What skills and experience would you highlight that are relevant to our work at Little Village?
- How have you successfully juggled multiple priorities and what strategies, systems and processes have helped you to do so?
- How would colleagues and friends describe you? What are your superpowers and where are you still growing?
- Which of our four values; love, solidarity, thriving and sustainability resonates with you most and why?

We will be looking for concrete evidence of the difference you've made in relation to the questions we've asked: it's your chance to show us the skills and experience you'd bring to this role.

We will also invite you to complete an [anonymous equal opportunities form](#). The information contained in this questionnaire will be treated as confidential and will be used for monitoring purposes only. This information won't be seen by any person involved in the selection process for this post. It will enable us to monitor how we are doing against our diversity and inclusion commitments.

Applications should be completed by 10am on Wednesday 21st April. Please note, applications not using the online application form and following the guidelines set out here will not be considered.

### **Key dates**

**Submission of application:** 10 am on 21st April 2021

All applications will be assessed on the match to the experience and skills set out here. We know we are asking for a lot and we are looking for your honest appraisal of where you are already high performing and where there is room for growth.

**First round:** 29th April 2021

**Second round:** 6th May 2021

Competency-based interviews with two members of the Little Village team. We will confirm who you'll be meeting when this interview is arranged.

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