



## JOB DESCRIPTION

### People & Finance Assistant

£25,000 FTE per annum (gross), permanent  
52 weeks per year

We think this role requires 28-35 hours per week, but we're open to discussions about flexibility.

This role will require a DBS check.

#### **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 17,000 children since we launched in 2016. Families are referred to us via a network of over 2,000 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**

**Reports to:** People & Finance Advisor

**Number of direct reports:** None

**Purpose of role:** To provide excellent and efficient administrative support to the Little Village Finance and People teams and to support with HR and Finance queries for the wider Little Village Team.

#### **Key Tasks and Accountabilities**

##### **People**

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

- Maintaining HR records, ensuring they are kept up to date including employee files, absence tracking and training records
- Monitoring of People records for compliance
- Supporting with payroll preparation (collating monthly changes and supporting documentation)

###### **Recruitment and induction support**

- Supporting the People team with recruitment administration and correspondence (supporting with job descriptions, placing adverts, acknowledging applications, interview scheduling, contract administration)
- Setting up new starter paperwork, pre-employment checks, induction plan, scheduling intro meetings, setting up probation/objective-setting reminders for line managers
- DBS administration

###### **Employee lifecycle HR administration**

- Employee correspondence e.g. change of hour/salary letters





### **Development support**

- Training administration (course booking, correspondence and updating records)
- Monthly monitoring of training records for compliance (e.g. renewal)

### **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
- Supporting with year-end and audit processes and grant reporting

### **Other**

- Being a first point of contact for People & Finance 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
- You may be required to undertake other or additional reasonable duties as required from time to time.

## **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**

The salary for this role is £25,000 per annum FTE (gross). If eligible, we will match your contributions by 3% on pensions.

### **Annual leave**

You will be entitled to 25 days of annual leave plus bank holidays (these will be pro-rated to reflect your working hours if you work less than 35 hours per week).

### **Hours of work**

We think this role requires 28-35 hours per week, but we're open to discussions about flexibility. This is a 52 weeks per year contract.

### **Location**

This role is home based but you will be expected to visit our sites and work with the teams across London on a regular basis. This includes a monthly People & Finance team face-to-face meeting.

### **Contract**

This is a permanent contract, starting as soon as possible. You will have a probation period of 3 months.

## **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. To read our Equal Opportunities Policy please see [here](#).

We know everyone's lives are different and that traditional working patterns may not be quite right for you. We think this job requires 28-35 hours per week but 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.

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.

Please note that this position will require a DBS check.

If you need additional support with your application or interview process, 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 9am on 8 June 2022. 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 this role and 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 how are you still developing?
- 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 9am on 8 June 2022. 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: 9am on 8 June 2022**

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 interview: 15 June 2022**

This will be a competency-based interview with two members of the Little Village team. We will confirm who you'll be meeting as well as the location when this interview is arranged.

### **Second round interview: 22 June 2022**

This will be a competency-based interview with two members of the Little Village team. We will confirm who you'll be meeting as well as the location when this interview is arranged.

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