

Area 43 / Depot
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Cardigan
SA43 1JS
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AREA43

FINANCE OFFICER Recruitment Information Pack



Welcome

Hello, and a warm welcome!

Thank you for your interest in Area 43, so called because it is based in the historic town of Cardigan in West Wales which is the centre of the SA43 postcode.

For more than 25 years, Area 43 has provided drop-in and counselling support to many vulnerable young people in our community. We are proud of what we have achieved, but in recent years the world has changed. Even before the pandemic, young people experienced increased mental health issues, suicide, isolation, and a support system that didn't meet their needs. Area 43 was set up in 1996 to tackle these issues and over the years, we have succeeded in helping many local young people to successfully navigate the challenges they face.

One in eight young people suffers from a mental health issue. 30% live in poverty, more than a third have self-harmed. Young people are experiencing a lack of employment opportunities, issues related to body image and materialism, pressures from social media and negative stereotyping, and the age-old problems of poverty, domestic abuse and other family issues, substance misuse, and crime. Add to that a year out of school, isolated from friends, family and support systems, and the crisis is at breaking point. And we must do something about it.

We need to tackle head-on the issues around isolation, self-esteem, and resilience to tackle the mental health issues affecting young people. We need to do this *with* young people, rather than creating services and fitting young people into them. We need to be flexible, needs-led, trauma-informed, and trustworthy. Young people need to know that they can come to us, not just when in crisis, but before then, that they will be heard, listened to, and supported to make changes.

Services need to have appeal to all young people, be open, inclusive, and engaging. Non-threatening, fun, and worthwhile experiences are crucial to ensuring young people can and will access services. So, should they ever be in crisis, they know where to turn for support.

We welcome people regardless of age, disability, gender identity, marital status, race, faith or belief, sexual orientation, socioeconomic background, and whether you're pregnant or on family leave. In line with our commitments to race equity and trans inclusion, we particularly welcome applications from people who hold these identities. We are committed to changing services, making them relevant for today's youth.

If this aligns with your perspective, I do hope that you will apply for this position.

Sincerely

Rachael Eagles
Chief Executive Officer



Who We Are

Area 43 (registered as Cardigan Youth Project) is an inspirational charity, based in Cardigan, West Wales, which provides information, support and training to young people aged 11-25 and counselling services to those aged 5-30. Founded as a community needs-led project in 1996 we have been at the centre of the Third Sector in West Wales for more than 25 years. In 2019 Area 43 became a Charitable Incorporated Organisation under the Charities Act 2006 and is governed by a Board of Trustees.

Through our youth café, Depot, we provide a safe, fun, informative and inspiring environment for young people to access support; empowering young people to express themselves by engaging with the issues that affect them directly. We do this through educative, participative practice, enabling them to develop knowledge, understanding and positive attitudes towards their communities by being inclusive and non-judgemental in our approach.

There is a strong focus on prevention through the promotion of physical and mental health and wellbeing, reinforcing positive patterns of behaviour through counselling, mindfulness and, where appropriate peer support.

Charitable Aims

Developing and providing a broad range of support services for young people, our aims are to:

- Enable children and young people to develop self-esteem and a positive approach to their lives and their place in society.
- To encourage them to participate in learning experiences and decision-making processes that impact their lives and their communities.
- Address and combat the problems they face in their home circumstances, relationships, social and life experiences, paying particular attention to those challenged by homelessness, unemployment, substance/alcohol misuse, criminality, and discrimination.
- We are especially interested in working with those who are socially, educationally, economically, or geographically disadvantaged or have any sort of disability.
- Provide young people with real learning opportunities both formal and informal that encourage and allow them to fulfil their potential.
- To co-operate with and share good practice and experience with agencies (both statutory and non-statutory) who provide services for young people and to forge links and represent the needs and aspirations of young people within their communities and to the government.

Our Values

We want to use the power of:

Social Cohesion. To offer shared experiences and a place to meet those of different backgrounds, promoting mutual understanding and building friendships.

Resilient communities. We want to help young people develop the values, self-belief, and belief in others to become confident, active citizens. We want to offer a place to belong, skills to succeed and become optimistic about the future.

Civic participation. We want to give young people opportunities to improve their lives and the lives of those around them, taking decisive social action in their local, national, and international communities.

Improved social mobility. We help develop life skills, the character, practical and employability skills that young people will carry with them into adulthood, helping them succeed.

To build:

- **Individual Life Skills**
- **Connections between people**
- **Enhanced Support Networks**
- **Increased life chances**

This means happier, healthier young people achieving their potential becoming better friends, family and neighbours and better employees, colleagues, and citizens.

Youth Café

Area 43 runs a youth café, Depot, in Cardigan; a safe, dedicated, quality meeting space for young people ranging in age from 14 to 25. The provision is determined by young people for young people, in partnership with adults, trusted professionals and community partners.

Depot provides subsidised food, hot drinks, computer and internet access. We also offer a range of engaging activities – arts and crafts, music, cooking, food hygiene, kitchen management, housekeeping, interpersonal skills, money management, budgeting, and many other things, depending on each of the young people's needs, enabling an exciting new provision for young people run by young people.

Counselling Service

We provide a fully professional and confidential counselling service to any young person aged 11-25 years at our Cardigan centre. Area 43 offers independent counselling services in Ysgol Bro Preseli and an Independent School Based Counselling Service in from Reception to Year 13 in Carmarthenshire schools.

We also have several additional external contracts and grants which contribute to our services. We have a substantial network of fully qualified counsellors, and a Clinical Director responsible for professional standards and quality control.

Job Description

Job title:	Finance Officer
Contract:	Permanent, full-time (37 hours per week)
Salary:	£29,434 per annum
Location:	Based in Cardigan, Ceredigion, SA43 1JS It may be necessary to travel and work at other Area 43 locations
Benefits:	Pension contributions: 3% employer; 5% employee 20 days per annum and statutory bank holidays
Line Manager:	Deputy Chief Executive Officer
Responsible for:	Finance Assistant

Area 43

Area 43 provides a combination of youth work services, through Depot, Area 43's youth café which provides a safe space in a fun informal manner to young people (11 – 25 years) in the area and through counselling services and community-related projects to promote the personal, educational, creative and social development of young people in Ceredigion, helping them reach their full potential.

Area 43 aims to provide a supportive environment where young people:

- Access support and information.
- Discover exciting new ideas and activities they are unlikely to experience anywhere else.
- Experiment, make mistakes and thrive.
- Have the opportunity to enhance their wellbeing through counselling support.
- Treat themselves and others with kindness and respect.
- Are motivated, positive, and resilient.
- Gain skills to foster independence.

Purpose of the role:

To support the Deputy Chief Executive in the preparation of company financial and accounting information for internal and external stakeholders, including the delivery and analysis of quarterly management reports, preparation of annual accounts, budgets and forecasts and ensuring robust financial controls are in place. You will also be responsible for the Charity's payroll function.

Responsibilities:

Financial Management

To support the Deputy Chief Executive Officer in the preparation and management of all aspects of Area 43's financial management accounts and budgets:

- Provide timely and accurate quarterly management accounts and financial analysis, including profit and loss account, balance sheet reconciliations, cost drivers, budgets and variances, forecasts, with commentaries, for review.
- Complete quarterly accruals to ensure costs are reflected in the correct quarter within the accounts.
- Update chart of accounts and project codes to match reporting requirements. Complete periodic review of entries to nominal accounts and resolve errors.
- Manage cash flow, working capital and resource effectively, identifying issues to the Deputy Chief Executive Officer.

- Challenge operational overhead spend to identify opportunities for savings and mitigation to prevent overspend.
- Develop robust budgets, forecasts and financial plans to support effective decision-making by senior management.
- Monitor key indicators to track business performance and identify areas for improvement.
- Maintain Area 43's asset register.
- Provide support with year-end closing activities and preparation of Area 43's annual report and accounts.

Reporting

- Prepare financial returns to commissioning bodies.
- Monitor resource allocation across delivery teams.
- Support in reporting as per Charity Commission requirements.

Payroll and Pension

- Manage end-to-end processing of payroll, including PAYE and related matters, SSP, SMP, SPP, pension deduction, attachment of earnings, starters/leavers, PAYE end of year procedures, including provision of end of year forms P60s and P11Ds and P45s.
- Process accurate and timely inputting and checking of all payroll data including taxable benefits, absence data, bank hours, overtime payments, shift payments and holiday payments. Preparation and processing where required.
- Manage delivery, in line with payroll schedule, ensuring the accuracy and timeliness of payroll production.
- Manage and deduct pensions.
- Ensure pay runs and BACS payments are completed accurately and on time.
- Produce pay slips for manual payroll calculations where necessary.
- Deal with payroll enquiries, including HMRC queries, from employees to satisfactory resolution.
- Provide manual calculations to support the timely resolution of payroll queries.
- Maintain payroll information by collecting, calculating and data input.
- Ensure the monthly reconciliation and submission of HMRC FPS and EPS data and real time reports.
- Report to the HMRC in line with RTI requirements.
- Identify key areas of reducing payroll errors and implement effective solutions.
- Ensure payroll processes are documented as standard operating procedures to ensure knowledge retention and effective ways of working.
- Conduct payroll audits to ensure the accuracy and integrity of payroll data
- Manage, oversee and process auto-enrolment and pension scheme administration, including processing and reconciliation of company pension scheme deductions, including Nest Scheme administration.
- Ensure mandatory and statutory requirements are met in accordance with legislation and scheme requirements.

General

- Provide support to the Deputy Chief Executive Officer and Chief Executive Officer where required.
- Ensure compliance with mandatory, statutory requirements and financial regulations and Area 43's financial policies and procedures.
- Maintain knowledge of current and new legislation impacting payroll and ensuring this knowledge is shared with the Senior Leadership Team.
- Ensure strong financial controls are in place and that Area 43 accounting procedures and policies are being followed correctly by Managers.
- Recommend improvements to internal control processes, policies and procedures to improve efficiency.
- Other finance-related tasks as may be required from time to time.
- To work within Area 43's policies and procedures.

Person Specification

Experience:

- Qualified or part-qualified Accountant (CIMA/ACCA/ACA/AAT) or relevant experience (Area 43 may be able to support the right candidate to achieve qualification).
- A payroll qualification or equivalent and/or experience in payroll would be a distinct advantage (however, training will be given and Area 43 may be able to support the right candidate to achieve qualification).
- Experience in the production of quarterly management accounts including KPI's and forecasts.
- Relevant operational experience.
- Proven experience in taking ownership of an area of responsibility.
- Strong analytical mind set and variance analysis skills.
- Experience co-ordinating and analysing financial data and working with senior members of staff to support effective financial management.
- The ability to interpret and link pieces of information together to inform decision making.
- A methodical approach to query resolution
- Strong knowledge of financial principles, budgeting and forecasting techniques.
- Proactive problem-solving abilities.
- Strong attention to detail and a high degree of accuracy.
- Excellent organisational and time management skills.
- Work confidentially and treat issues with sensitivity as necessary.
- Be process orientated and use initiative to streamline and learn new processes.
- Excellent customer service skills.
- Ability to work well on your own and with the team.
- Ability to manage and prioritise a demanding workload, work to deadlines and use your initiative.

Skills:

- Effective written and oral communication skills and ability to present accurate data in a concise and logical manner.
- Strong interpersonal skills, able to communicate effectively and appropriately with a wide range of people.
- Confidence in dealing with challenging situations and individuals.
- Ability to get on well with people and work in harmony with others.
- To be open to new challenges, ideas, and experiences.
- Resourcefulness, resilience and innovativeness to be able manage different priorities.
- Ability to work with a range of staff and stakeholders whilst understanding and respecting the importance of confidentiality.
- Proficiency in computer and accounting software skills together with Microsoft Office Suite, with a strong command of Excel.
- To have a flexible approach to working.
- A positive and can-do attitude.

Knowledge:

- Knowledge of the charity sector.
- Knowledge of health and safety within the working environment.
- Competent with IT software packages.
- Ability to speak Welsh is desirable but not essential.

As a member of the Area 43 team, there are some common expectations of everyone, regardless of their role. Our vision and values drive who we are and what we do.

As a member of the Area 43 team, we ask that you:

- Treat your colleagues with respect, challenging and supporting each other appropriately and adhering to our charity pledge;
- Contribute to a culture where it is safe to speak up when there is an issue, in a way that is constructive and professional, adopting an approach which enables people to learn and change their behaviour;
- Create an environment where people can be their authentic self, reflecting our ambition of acceptance without exception;
- Be an ambassador for Area 43 and our work, both internally and externally;
- Share your knowledge and help your colleagues to be the best that they can, while also owning your own personal development and performance;
- Understand your responsibilities under key policies, including Equality and Dignity at Work; health and safety; data protection; IT; social media and safeguarding.

This means that you:

- Will behave in a way and make decisions that are for the benefit of Area 43 and our staff, volunteers, beneficiaries and supporters;
- Demonstrate good understanding and commitment to the inclusion of LGBTQ+ identities in all walks of life with a willingness to learn and be challenged;
- Help people better understand and empathise with the challenges disabled people and those with learning difficulties may face and reduce the associated stigma;
- Demonstrate a commitment to learning about and implementing Area 43's approach to race equity and eliminating discrimination across all protected characteristics;
- Understand that you are personally responsible for your own behaviour;
- Take active steps to understand the key policies and procedures and follow your responsibilities as set out by these;
- Will attend any briefings and training to help you in your role;
- Collaborate and co-operate with colleagues from across the Charity;
- Ask and request advice if you are not sure of your responsibilities;
- Carry out any other reasonable duties as directed by or agreed with your line manager

March 2024

How to Apply

If you would like to apply for this position, please complete the role application form and forward with:

- An up-to-date CV outlining your employment history, academic and professional qualifications.
- A supporting statement (of no more than 2 x A4 pages) outlining your motivation for applying and demonstrating how you meet the criteria outlined in the Person Specification.
- A completed monitoring form (please note, this is not compulsory).

Please submit your application by email to: sallyh@area43.co.uk

Or by post to: Sally Hurman, Area 43, 35 Pendre. CARDIGAN, SA43 1JS

Closing Date: Wednesday, 3 April 2024

Interviews: Week commencing 15 April 2024

Please state in your application if you have any commitments during the interview period that may coincide with these dates.

If you would like any further information, or would like to discuss the role, please contact Sally Hurman to make arrangements for a conversation with the relevant manager.

Area 43 is committed to equality, inclusion and diversity and welcomes applications from all suitably qualified candidates. We are committed to providing a mutually supportive working environment where every individual is respected, valued and included.