

RECRUITMENT PACK

Job title **Finance Officer**

Contract **Fixed Term until March 2027**

Hours **37.5 hrs per week**

Salary **27,000**

Closing date **25 February 2024**

Interview date **12 March 2024**



WHO WE ARE

Active Partnerships is a nationwide sport and physical activity network that exists to create a healthier, fairer nation.

We take a place-based approach to reducing inequalities through our network of 43 local partnerships.

We partner with local and national stakeholders to transform lives through sport and physical activity and affect widespread social change. Our focus is on creating conditions in communities that enable sustainable impact.

THE NATIONAL TEAM

We're a small team with bold ambitions. As a membership organisation we connect, strengthen and enable our network.

Our role isn't to manage local partnerships. We bring places, people, organisations, sectors, policies and ideas together to make change happen.

We might be joining up local partnerships, agencies and national government departments; using our insight of places to drive national impact; or amplifying voices and agendas to ensure they are carried further than a single organisation could.



OUR VALUES

Our values help us make decisions, build relationships with each other and guide our behaviour.

PASSION FOR OUR PURPOSE

Our vision is our passion. **We all firmly believe in the power of sport and physical activity to help change lives and tackle inequalities.** It's what binds us. Sharing a passion creates our enthusiasm and energy and means that as we connect with others who share it, we benefit from new insights into how it matters to other people and why we care about what we do.

A COLLABORATIVE SPIRIT

We know that when we welcome, listen, understand and respect each other's knowledge and perspectives we're more creative, flexible and open to ideas. It's not just a way of working but an attitude and confidence. It enables us to be **inclusive, to challenge assumptions, have courage to lead when needed and be forward thinking** with our approach. It means we do better work together.

TRUST BRINGS CONNECTIVITY

We work through building relationships. **So honesty, having integrity and being our true selves matter.** It's therefore important to us that we not only do what we say we will, but can rely on each other to do the right thing for us all. We call it the glue that holds us together.



JOIN US AND MAKE AN IMPACT

At Active Partnerships, our collaborative culture fosters teamwork and learning.

You'll be part of a passionate team that believes in the transformative power of sport and physical activity.

Trust and **integrity** are the cornerstones of our interactions, creating a workplace where you can rely on your colleagues to work together towards our shared purpose of creating a healthier and fairer nation.

With the chance to influence national and local approaches, you'll experience the real impact of your contributions. **We're committed to your personal and professional growth**, and we cherish diversity, ensuring that your unique perspective is valued. Here, you'll find a fulfilling journey that makes a genuine difference to communities across the nation.

BENEFITS INCLUDE:



30 DAYS HOLIDAYS
(plus bank holidays)



WORKING FROM HOME
with flexible working hours



6% EMPLOYER PENSION CONTRIBUTION
(when you contribute 2%)



HEALTH COVER



DIVERSITY AND INCLUSION

Equity, Diversity and Inclusion is at our core. It's central to our work in tackling inequalities, and we have an authentic and transparent approach to everything we do.

From the values we hold to the policies and processes we put in place and investments we make, **our relentless place-based approach helps to reduce inequalities** through our diverse network of experts across England.

As an organisation we still have work to do, but are **firmly committed to inclusive practices which demonstrate fairness and equality in everything we do**. We will not tolerate less favourable treatment of anyone, and welcome applications from all sections of communities, particularly those under-represented within our organisation.

We are committed to **fair and unbiased recruitment** and use the Applied portal to remove any unconscious bias from our process.



THE OPPORTUNITY

Finance Officer

About the Role

This is an exciting opportunity to join the Active Partnerships National Organisation to ensure that the charity can remain on its journey to make active lifestyles the norm for everyone. The role will focus on assisting the Director of Finance and Operations in the transactional accounting and financial analysis for the National Organisation. We are a small, fully remote team, and the role will involve working with finance and non-finance staff across the organisation.

About You

The role is suited to an organised individual who thrives in an operational and people focused environment. Someone who can take ownership of the day-to-day finance processes, can prioritise workloads, is personable and enjoys building relationships.

Roles and Responsibilities

- Daily reconciliation of transactions on Xero
- Monthly bank reconciliation
- Company credit card reconciliation
- Processing supplier invoices and payments
- Processing and importing payment files to the online banking system
- Overseeing the employee expense system; processing expense claims and providing support and training to staff where required
- Invoicing of annual membership subscriptions, including communicating with finance professionals across the wider Active Partnerships network.
- Preparing and processing of monthly journals
- Month end reporting preparation including reconciliation of key balance sheet accounts
- Maintaining the asset register
- Management of phone and IT contracts, including Microsoft licenses
- To provide support and cover for the Operations Support Officer as required

THE OPPORTUNITY CONTINUED

Skills and experience we would like you to have

- Previous experience in a Finance role.
- AAT (qualified or final stage), CIMA/ACCA studier or qualified by experience.
- Office 365 skills – including Excel, PowerPoint and Teams.
- Previous experience of Xero, Concur and Smartsheet is advantageous, but not essential.
- Able to take own initiative, deal with difficult situations calmly and deliver when other members of the team are absent.
- Have excellent communication and interpersonal skills and be confident in communicating with people at all levels to enable you to build good working relationships with all those around you.
- Strong organisational skills and the ability to multi-task are essential.
- Ability to work independently and as part of a team.
- Working in an inclusive and equitable way.
- Working in an environment where discretion and confidentiality are essential.
- Able to understand and analyse a problem, make judgements about the options and find a suitable solution.

Further information

- £27,000 Salary
- Fixed Term Contract until March 2027
- 30 days holidays (plus bank holidays)
- Home based but will be required to travel to different locations across England for internal team meetings (approx. 1 per qtr)
- 6% employer pension contribution (when you contribute 2%)
- Flexible working hours
- Health cover (after initial probation period)

For more information about this role please contact Nerys Lovell
nlovell@activepartnerships.org



READY TO APPLY?

To apply for this role, please click on the [link](#) and complete the application:

The closing date for all applications: 25 February 2024

Interviews: 12 March (online), and w/c 18 March 2024

If you would like an informal discussion about the role, please contact:
recruitment@activepartnerships.org