

Job Description – Finance Coordinator

Job Title	Finance Coordinator, 0.8 FTE
Line Manager	Finance Manager
Salary	£24,598 (plus £2,000 London weighting if relevant), pro-rated for 0.8 FTE
Contract	Fixed Term Contract to 31 July 2022
Hours	30 hours per week, flexible working with 10am – 3pm core hours.
Based	London, Leeds, Birmingham or Cardiff. From Autumn 2021 all teams are working one day per week from their usual offices, this will increase to 2 days per week on a permanent basis.
Benefits	36 days' holiday (inclusive of bank holidays) increasing by 1 day per year up to a maximum of 41 days (prorated for part-time roles), employer contribution to pension, interest-free season ticket loan, professional development day allowance + budget, health cover cash plan
Start Date	ASAP dependent on availability

The Organisation

We mobilise the PhD community to support students who are less advantaged to access the most competitive universities and succeed when they get there.

Between 2021 and 2026, we will work with 100,000 students across the UK to help them to develop the knowledge, skills and confidence to access the most competitive universities. We estimate that this will result in 30,000 of these young people progressing to a competitive university. By the end of the decade, one in ten state school students at the most competitive universities will be a graduate of The Brilliant Club's Scholars Programme. We will also support 11,000 students from disadvantaged backgrounds to succeed once they enter universities. Our access and success goals are underpinned by three enablers; communities, capabilities and consultancy.

Every member of The Brilliant Club contributes to the success of our strategy. We hope that you'll consider joining us, as we work to create a fairer society where no child's education is limited by their background.

The Opportunity

We are excited to be recruiting a Finance Coordinator to join our Operations Department. You'll work with your team to deliver the goals set out in [Join the Club](#), our ambitious strategy for 2021-2026.

You will manage crucial sales invoicing and credit control to ensure that schools are correctly invoiced for tutoring provided to them by our PhD tutors under our Brilliant Tutoring Programme. You will work to a regular invoicing schedule, working closely with colleagues in our programmes teams to ensure that our records are correct and that invoices are accurate. You will liaise with schools to ensure timely payment of invoices and resolve any queries. The role requires an energetic, enthusiastic individual with an eye for detail and good interpersonal skills.

The successful candidate will champion the charity's values and embody them in interactions with colleagues and external stakeholders. To ensure excellent working relationships are maintained, they will be effective communicators with staff and external stakeholders. They will continually improve in their areas of responsibility, looking at how the Finance department can be more efficient and implementing new ideas.

We think this is a great opportunity to join an established and supportive Finance team. It is an exciting time when the charity is expanding its provision across the UK and growing its capacity to deliver outcomes for pupils. We look forward to receiving applications from candidates who meet the job requirements and who are committed to the charity's mission.

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the lived experience of the communities we work with, and we want to be an organisation where employees from any background can thrive. We particularly welcome applications from disabled, Black, Asian and Minority Ethnic (BAME), Lesbian, Gay, Bi, Trans including non-binary (LGBT+) candidates, and applicants from low-income families. These groups are currently underrepresented at The Brilliant Club and we'd like your help to change that.

To Apply	Please click here to fill out our Equality and Diversity Monitoring Form and here to submit your application. Please note that we will not consider applications that do not refer to this post.
Deadline	Midnight on 20 October 2021
Interviews	First Round Interviews: 27 October; Second Round Interviews: 5 November 2021
Further Details	Please visit www.thebrilliantclub.org or call Chloe Hayes on 020 3005 3341

Person Specification

- Essential – Ability to work to tight deadlines while maintaining a high level of accuracy
- Essential – Detail orientated, ensuring that internal control processes are adhered to
- Essential – Ability to communicate effectively with staff and stakeholders
- Desirable – One years' work experience in finance or a degree in finance
- Desirable – Proactive and adaptable with a can-do attitude
- Desirable – Interest in the education and university access sector

Role Specific Knowledge and Skills

- Essential – Good knowledge of excel (intermediate level)
- Essential – Ability to prioritise tasks appropriately, escalating complex situations where necessary
- Desirable – Experience of using Xero or other accounting software
- Desirable – Good knowledge of accounting principles
- Desirable – Experience in a similar finance role

Key Areas of Responsibility

The following areas of responsibility are the core of the role. However, the role is flexible and will vary according to the needs of the team, and the background and experience of the successful applicant.

- Accounts Receivable
 - Creating accurate school invoices, ensuring that our database is regularly updated by programme teams.
 - Managing the credit control process.
 - Responding to colleagues and school queries.
- Wider Support
 - Supporting the wider activity of the finance team such as managing the finance email account and phone.
 - Supporting The Brilliant Club's wider activities as a university access charity, e.g. Annual Conference.