



## Finance Lead

**Salary:** £35-£37k, depending on experience

### About Voice 21

Voice 21 is the national oracy education charity. We exist to empower every child to use their voice for success in school and life. Our work transforms learning and life chances through talk by increasing access to a high-quality oracy education for those that need it most. Follow the links to find out more about [why oracy is so vital](#) and the [impact Voice 21 has](#).

### Your opportunity

**Tackle a vital challenge, with great people.** Voice 21 exists to transform childrens' learning and life chances through talk and we are aiming to be working with 2,000 schools a year by 2025. To reach this goal we recruit great people and give them real responsibility, training and support.

**Output focused culture, with flexible working opportunities.** We have an agile and flexible approach – our team can work when and wherever works best to deliver the requirements of their role. For staff working at home, we support them to create a workspace and provide technology that enables them to work effectively.

**Real development opportunities.** We believe in supporting people to develop the skills they need to be excellent – whether this means funding external training, finding a mentor to support them or giving them the time to learn from others in the organisations through our regular CPD sessions. We also offer paid study leave for team members taking part in formal studies outside of work.

**Great benefits.** 33 days holiday (inclusive of bank holidays) and additional Christmas closure period. Holiday entitlement increases linked to length of service, 5% employer contribution to pension, interest-free season ticket, cycle and technology loans, employee assistance scheme.

For more information on why we think you should apply for the role, see the “Why work for us” section at the end of this job description.

### Your purpose

Over the next year we are projecting that Voice 21 will significantly increase in income from £2.2m to £3.5m. We are looking for someone who has worked with Xero, who preferably has experience within the charity sector, to come in and leverage your technical financial accounting skills to contribute to our growing education based charity. You will work closely with our Head of Finance in initiatives across the charity including but not limited to month-end reporting and year end audit, processing payroll and expenditure along with recording income. If you have a can do attitude, willingness to learn and the desire to continually improve the financial processes of a business we would love to hear from you.

## Your responsibilities

- Own the month end processes including Bank Reconciliations, Accounts Payable, Receivable and Credit Control. Maintain the Fixed Asset Register, posting of accurate accruals and income deferrals.
- Process monthly payroll, along with processing new employees, promotions, and departures.
- Recording and reporting on Restricted and Unrestricted Income.
- Act as the first point of contact for external auditors to provide requested information.
- Ensure the timely and accurate processing of financial data on Xero, in particular, the timely payment of suppliers in accordance to appropriate authorisations.
- Review and maintain the reconciliation of balance sheet accounts.
- Work closely with staff to reconcile and top-up employee cash cards.
- Provide high-quality information and reporting to the Head of Finance or Senior Leadership Team as required.
- Work cohesively with other teams to reconcile income from schools and both restricted and unrestricted funding received in Xero, with records in Salesforce.
- Support the Head of Finance as required in any duties which you could be reasonably expected to perform

## Your progression

Within 1 month, you'll have:

- Build good relationships within Voice 21 and connect with relevant stakeholders both internally and externally.
- Process the monthly payroll
- Review and understand the workings of core internal systems and processes
- Work closely with the current Finance Lead during the handover period

Within 3 months, you'll have:

- Led month end processing and close off the month in Xero.
- Review our PO and expenses approvals flow and suggest process improvements.
- Driven any internal processes which provides value add to Voice 21
- Worked with the Head of Finance and the Engagements team to sync Xero with Salesforce

From 6 months onwards, we expect for you to be:

- Running the day to day finance function with very little oversight
- Working closely with all other departments to ensure the smooth running of the finance function and Voice 21 as a whole
- Leading on at least 1 process improvement project at any one time

## This job is for you if you...

- You are motivated by an ambitious plan and a desire to make things happen
- Are an experienced accountant looking to return to work whilst having the freedom of flexible hours and remote work
- Extremely proficient using Xero or similar accounting software
- Can use your experience to suggest process improvements and make a real difference to our team's understanding and experience of finance
- Love building strong relationships and thrive in a people-centric culture



**Where you'll work:** Remote, with occasional travel to our London Office required, including overnight stays in London c. 3 times per year.

**Contract:** Permanent, subject to successful probation review at 3 months.

**Terms:** We would welcome applications on a full-time or 3 or 4-day per week basis.

## Application details

Please send your most recent CV and a document answering the questions below to [careers@voice21.org](mailto:careers@voice21.org) with the subject "Finance Lead application"

- Tell us why you want to work at Voice 21. What is it about us and our mission that excites you? (Max. 400 words)
- Making direct reference to the job description, please tell us the three main reasons why you would make an excellent Finance Lead (Max. 400 words).
- Tell us about something you have achieved recently that you are proud of? (Max 200 words)

Please also click [here](#) to fill out our Equality and Diversity Monitoring Form

**Closing date:** Friday 11th November 12pm.

**Interview date:** Interview dates and times will be confirmed once the application window has closed. Initial interviews will be conducted over Zoom accompanied by a short online test, and shortlisted candidates will be asked to come in person in our office in Stratford, London.

**Start date:** TBC, although we are prepared to be flexible for the right candidate.

**Questions:** if you have any questions about the role, or would like to discuss it before submitting an application, please contact John Filipovic (Head of Finance) via email on [john@voice21.org](mailto:john@voice21.org).

### Valuing every voice

Voice 21 believes that every voice should be heard and valued. We are committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Voice 21.

## Why work for us?

We hope that we have given you a good sense of what life at Voice 21 is like and what the role entails - please see below for some more reasons to apply!

**Holiday:** 25 days annual leave plus additional Christmas closure period. Holiday entitlement increases linked to length of service.



**Benefits:** Employer contribution to pension (5%), interest-free season ticket, cycle and technology and work from home allowance.

**Wellbeing:** We provide an Employee Assistance Programme through Health Assured which provides all Voice 21 employees 24/7/365 support if needed.

**The way we work:** We have an agile and flexible approach – our team can work when and wherever works best to deliver the requirements of their role. For staff working at home, we support them to create a workspace and provide technology that enables them to work effectively.

You will also have regular opportunities to get together as a whole staff and in your team, including away days, social events and other development events.

**Development opportunities:** We believe in supporting people to develop the skills they need to be excellent – whether this means funding external training, finding a mentor to support them or giving them the time to learn from others in the organisations through our regular CPD sessions. We also offer paid study leave for team members taking part in formal studies outside of work.

If you want to volunteer as a school governor, trustee or in some other capacity for a mission-aligned organisation. We support our team to take on these commitments without taking annual leave.

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### Voices of Voice 21

We recently asked our team what they enjoy most about working at Voice 21. Below is a selection of their responses:

*“I really enjoy working in an organisation that strives for innovation and is rooted in research of what actually works for teachers in the daily life of a classroom and a school curriculum.”*

*“At Voice 21, there is a strong culture of sharing expertise and this ensures that your voice is valued and ideas heard, no matter your role. Although a lot of the day-to-day work is virtual, relationships are strong. The very purposefully planned in-person meetings help these relationships to grow and flourish, as does the high level of collaboration in teams.”*

*“One of the many things I love about working at Voice 21 are the opportunities for professional development. Working in a small, fast-growing organisation has given me the chance to grow professionally and to expand my skill set in a supportive environment.”*

*“I find it inspiring being part of the Voice 21 team - being surrounded by passionate, mission-driven people makes me want to bring my best every day, because I know that my fab colleagues won't let a good idea gather dust - everything will be snapped up and built into something that helps us make a difference for the students in our schools.”*

*“Since working at Voice 21, I've been invited to take part in multiple projects and tasks outside of my 'core role', because we're encouraged to develop our areas of interest and expertise across the board. It's incredibly refreshing to work for an organisation that sees every employee as a key asset.”*

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