



baca

investing hope, shaping futures

RECRUITMENT PACK

ABOUT US

Our Vision

A world where forced migrants are welcomed, safe, and have hope to rebuild their lives for a better future.

Our mission

It is our mission to serve young people seeking refuge in the UK without families, some of whom have been victims of human trafficking, by offering them safe homes, as well as therapeutic support in all areas of their lives.

We believe each young person arriving on our shores has a dignity worth celebrating, talents worth discovering and a life worth living to its fullest potential, no matter what their past experiences or present circumstances.

We are committed to providing an inspiring environment that raises hope and strengthens resilience, enabling each young person to rebuild his or her life.

Our Values

Respect

Treating everyone with dignity in all circumstances.

Integrity

Unexaggerated truth, expressed with humility, purity of motive and sincerity of intention, in both our words and deeds.

Passion

Embracing risk for the sake of the mission, with courage to take bold risks and to innovate despite adversity.

Grace

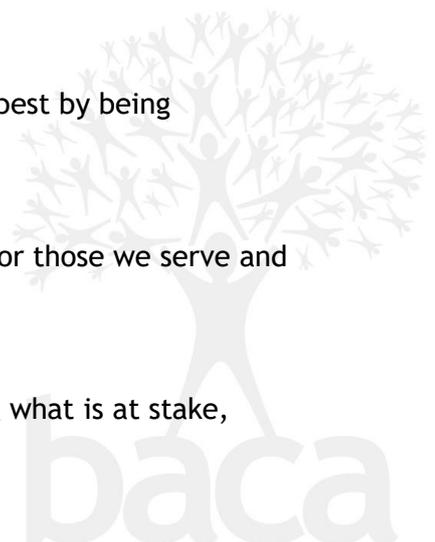
Costly additional opportunity for everyone, to enable us to be our best by being perpetual learners.

Compassion

Serving sacrificially, rooted in an unwavering zeal to seek the best for those we serve and not self.

Wisdom

Finding a way through a challenge by listening, learning, perceiving what is at stake, applying insight and considering diverse options.



Our Impact, Outcomes and Goals

We are passionate about seeing young people who have experienced exploitation, bereavement, grief, loss and trauma as a result of war, persecution and or human trafficking, to become positive and empowered individuals, building on their resilience and strengths to contribute to the world around them.

Outcomes

We deliver this impact through our therapeutic support for all areas of life, specifically aimed at achieving the following outcomes as described in our Theory of Change.

- Increased Personal Safety
- Increased engagement with Education, Employment and Training
- Improved Emotional Wellbeing
- Improved Physical Wellbeing
- Increased Social engagement

Strategic Goals

Strengthen Baca's holistic service for young forced migrants, continuing to inspire hope and shape futures

Enhance Baca's service to maximise the potential of each young person

Engage locally, regionally and nationally to see a world where young forced migrants are welcomed, safe and have hope to rebuild their lives for a better future.

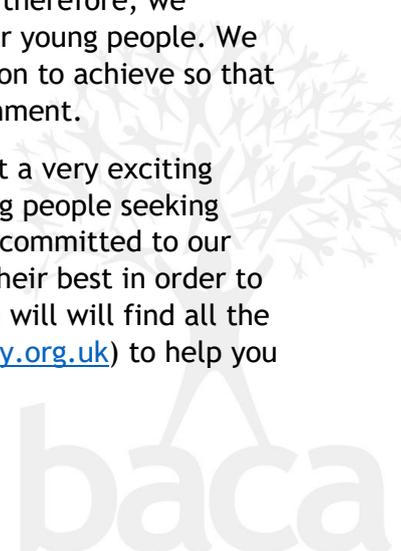
Thank you very much for your interest in this role at Baca. Baca's mission in seeking to inspire hope and holistic long term development for every young person we work with has been recognised by Local Authorities we work with as of the highest quality.

We consider it an absolute privilege to be able to walk with the incredible young people we support on a daily basis. We take heart from the several positive stories of transition from those young people who have moved into adulthood. We are encouraged by the incredible strides they have taken to establish their lives for and be a positive contribution to the world around them.

However, we recognise the huge pressures they continue to face and therefore, we believe there is still a long way to go as we continue to learn from our young people. We believe there are greater depths of development for each young person to achieve so that they do not fall back into exploitation or any other dangerous environment.

If successful, you will be joining a passionate and committed team, at a very exciting time, who have a strong expertise in supporting unaccompanied young people seeking asylum, refuge and or are trafficked. You will find that the team are committed to our values, which has built a culture that seeks to allow everyone to be their best in order to give their best for the sake of the young people we serve. I hope you will find all the information you need in this pack or on our website (www.bacacharity.org.uk) to help you complete your application. We wish you all the best!

Jimmy Zachariah
CEO



baca

JOB DESCRIPTION FINANCE ADMINISTRATOR

Responsible to:	Finance Manager
Location:	Baca office, Loughborough, England. The role may require occasional travel
Hours:	22.5 hours per week
Salary Band:	£18500 to £20000 per annum pro rata
Contract:	Permanent

Overall Purpose

To actively participate in Baca's vision to see a world where young force migrants are welcomed, feel safe and have hope to rebuild their lives for a better future. To support this vision by providing effective and efficient administrative support for the Finance and HR functions of the organisation. The role will also have other general administrative responsibilities alongside the finance and HR responsibilities.

Duties & Responsibilities

- Provide administrative support to the Finance function who support Baca's vision to see young forced migrants be welcomed, feel safe and have hope to rebuild their lives for a better future.
- Administration of the personal expenses system, checking accuracy of claims ensuring that the appropriate supporting documentation is attached and staff are refunded for their expenses.
- Processing payments of supplier invoices to ensure payments are made in good time.
- Setting up payments via direct debit and standing orders where required.
- Ensuring that payments for expenses, invoices, purchase requests and card transactions as well as income from refunds, payments of invoices and gifts are entered onto Sage.
- Regularly reconciling Sage entries against bank statements, ensuring the accounts system is up to date to allow for the processing of the monthly management accounts.
- Provide administrative support for the production of management accounts.
- Oversight of petty cash, including ensuring adequate cash is held on site, counting out weekly allowances for young people, entering petty cash transactions onto Sage and reconciling on a regular basis.
- Processing all outgoing invoices to local authorities on a monthly basis in line with agreed contracted payments and ensuring all throughput charges are reclaimed.
- Production of the Aged Debtors Report on a monthly basis and using this report to chase any overdue debtors.

- Communicating with local councils and the Support Team to ensure that Council Tax bills are correct and up to date.
- Assisting with the processing of payroll including pension and HMRC payments when necessary.
- Assisting with year-end tasks, ensuring all paperwork is complete before sending to Accountants for review.
- Assisting with administration and overview of fixed assets in Baca.
- General administrative tasks relating to finance - including filing, printing finance forms, archiving and printing bills.
- Maintaining up to date procedures on areas of responsibility.
- Providing administrative support to areas of the HR functions as necessary.
- Providing administrative support to all areas of Baca's operations as and when required.

General

- Be a role model, leading by example in practicing the Values of Baca to achieve our Vision and Mission.
- Play an active and supportive role within the organisation
- Take ownership of all administrative aspects of the role.
- Maintain strict confidentiality in relation to work undertaken and ensure all confidential material is stored according to Baca's Confidentiality statement and Data Protection Policy.
- Treat all staff and young people fairly and without prejudice, in line with Baca's Equality and Diversity policy
- Be adept in employing the correct procedures for dealing with any safeguarding incidences or concerns, in line with Baca's Child, Vulnerable Adult Protection & Safeguarding Policy
- Adhere to all Baca's policies and procedures.
- Ability to work flexible hours, including occasional evenings and weekends, in line with the needs of the team.



Personal Specification

Baca is looking for someone who can support the organisation's finance and HR functions. The role does include other general admin responsibilities. The successful applicant will be motivated and passionate about the work that Baca does and the young people in our care. They will be able to subscribe Baca's values and demonstrate them in their behaviours. They will be very organised, practical, and able to get on with tasks that need doing on a day to day basis, managing a varied and busy workload. They will be methodical, follow processes, pay attention to detail and able to deal with a variety of paperwork. They will be very approachable and enjoy working as part of a team and supporting others.

The successful applicant will have a personal style that is in line with Baca's vision and values. Someone who is supportive, approachable, responsible, reliable and personable.

Competency Areas	Specification
Personal Attributes	<ul style="list-style-type: none"> • Alignment with Baca's Value to achieve our vision, mission and strategic goals, is essential. • Ability to respond to change at short notice is essential. • Able to work as part of a highly diverse group of people. • Able to work in partnership productively with teams internally and external stakeholders is essential • Able to be accountable, take responsibility and be willing to learn is essential. • Self-motivation and flexible attitude to work. • Proactive individual who is willing to take initiative in getting involved in a range of activities. • Ability to be respond with hope, patience, calmness and tenacity in very challenging circumstances is essential. • Ability to think critically and creatively to innovate solutions
Knowledge and Understanding	<ul style="list-style-type: none"> • Knowledge of issues, challenges and strengths of unaccompanied asylum seeking young who may also be trafficked. • Have a genuine concern for and commitment to young asylum seekers/refugees, and unaccompanied young people in particular. • Knowledge of safeguarding practices is desirable.
Experience	<ul style="list-style-type: none"> • Experience working in multidisciplinary teams across multiple teams and across wide range of stakeholders • Experience of working in a finance role is desirable.
Skills and Abilities	<ul style="list-style-type: none"> • Able to understand the big picture and apply this to the details. • Ability to manage multiple tasks any one time, prioritising workload to meet competing deadlines. • Excellent verbal and written Communication skills • Excellent Team working skills • Excellent personal organisation and high attention to detail, working systematically to release staff team. • Taking initiative and Problem-solving skills by analysing workable solutions is essential. • Good ICT skills for using Microsoft Office package.
Other	<ul style="list-style-type: none"> • Ability to travel to other locations where Baca's service is delivered is essential. • The successful applicant will be required to have an enhanced DBS check. • Adherence to all policies and procedure of the organisation.

How To Apply

You can apply electronically, by downloading and completing an application form from our website. Please return the completed application form, along with a CV to us by email or by post. Please ensure that your application demonstrates how your experience, skills and abilities meet the selection criteria set out in the Job Description and Person Specification.

Please also ensure you complete the equal opportunities monitoring form. Completed applications should be returned to us by **9:00am on 1 June 2022**.

Applications received after that time will not normally be considered for short listing.

Completed electronic applications must be sent to: **recruitment@bacacharity.org.uk** ensuring you clearly identify in the email the post you are applying for.

Applications sent by post should be marked confidential and for the attention of:

Due to the high volume of applications received, we regret, we shall not be able to contact applicants who are not short-listed.

Interview Process

If you are successful, we will contact you as soon as possible after the closing date to let you know what the interview process will entail.

