

Ripon YMCA
5 Water Skellgate
Ripon
HG4 1BQ
Tel 01765 607609
Email: ceo@riponymca.org

Jan 20

Re: Finance Administrator

Dear Candidate

Thank you for your interest in the Finance Administrator vacancy. Please note we do not accept CV's, and will only consider applications completed on our form. The full application pack includes:

- This letter and information about Ripon YMCA
- Job Description and Person Specification
- Ripon YMCA application form and equal opportunities form

See below for the advertisement details and an overview of our activity.

This role is a permanent part time position. You will receive a pro rata holiday allowance with adjustments for bank holidays. For a full time, position of 37 hours per week the holiday entitlement is 29 days.

In order to attract the maximum interest in the role we also can be flexible and offer a 5 to 6-hour contract to be worked over 1 or 2 weekdays. Please clearly indicate how many hours you would like to work in your personal statement on the application form and over what days are preferable. We are also willing and able to provide flexibility for school holidays or existing commitments.

Following the closing date, we will review the applications and shortlist for interview. If you are not successful we will send you an email (please provide an email address). We will not provide feedback to unsuccessful applicants at this stage. If we want to invite you for interview, we will phone and provide you with the necessary details via email.

Any position offered following the interview stage will be conditional on the basis of 2 satisfactory references and a satisfactory Enhanced DBS check.

Please contact us if you have any questions or queries.

Yours Sincerely,

Lucy Gratton
Chief Executive Officer

Ripon YMCA
4 – 5 Water Skellgate
Ripon
HG4 1BQ

01765 607609
Charity No: 250986



Advert – Finance Administrator:

Contract:	Permanent, part time
Salary:	£10 per hour
Hours of work:	5 to 6 hours a week
Place of work:	Ripon YMCA
Holidays:	29 days pro rata
Closing date:	12 th of February
Interview dates:	Week commencing the 17 th of Feb.

The role:

Ripon YMCA are seeking an enthusiastic organised and reliable person to provide Finance Administration for Ripon YMCA.

Working closely with our CEO and Charity Treasurer you will be required to manage banking and invoicing activity alongside the reconciliation of bank statements, rent records and payments. We use QuickBooks and a range of Excel and Word templates to track and record our activity.

The ideal candidate for this worthwhile and flexible role would be someone with knowledge and experience of handling cash, managing financial activity or providing administration support. Excellent organisation skills are essential alongside a positive and non-judgemental attitude towards those young people we serve.

Working alongside our small and busy team you will input tenant surveys and questionnaires, manage our Community Hall bookings and keep records for training sessions or events.

The role requires the successful candidate to work at 5 to 6 hours a week over 1 or 2 days.

For more information or to discuss the role further, please contact Lucy on 01765 607 609

What is the Ripon YMCA?

Ripon YMCA is an independent registered charity and registered housing association. We are a member of YMCA England and Wales. We provide Supported Housing to young people aged between 16 to 35 who are disadvantaged and vulnerable. We also provide space for the community to use, and have a number of regular bookings, groups and one-off events.

Ripon YMCA is a charity and a housing association which has been an integral part of Ripon Life since 1914. Ripon YMCA is run by a board of trustees consisting of a President, Chair, Vice Chair, Treasurer and a board of management of up to 10 trustees.

The YMCA provides 19 fully furnished bedsits with kitchens and shared bathrooms. It provides temporary accommodation for single people between the ages of 16 years and 35 years old.

Structure

We have a small staff team consisting of a Chief Executive, 2 Housing Support Workers (HSW) a Finance Administrator and Facilities Worker. Support for tenants is generally provided Monday to Friday by the HSW. Supported by the CEO the HSW hold a caseload of young people, acting as their Keyworker they maintain contact, assess need and provide support. We work holistically with young people encouraging them to learn and develop skills to help them live independently. Ultimately our work is to support young people to engage in employment, training or education and to move out of the YMCA to live independently.

Support can range from helping with budgeting, debt, cooking and tenancy maintenance, support to attend meetings, court and interviews, and accessing training, employment or volunteering.

In addition to the housing association, the YMCA has 2 community spaces, a hall and a lounge. These provide a venue for a toddlers play group on a daily basis and a weekly drama youth group. The YMCA also take bookings for children's party and hires the hall to groups for one off events.