

THE MIX

Admin and Finance Assistant

Job pack

Thank you for your interest in working at The Mix. This job pack should give you everything you need to know to apply for this role and what it means to work at The Mix.

In this pack you'll find:

- Our Vision, Mission and Values
- The role profile and person specification
- The benefits of working at The Mix
- How to apply for the role
- Our approach to equality and diversity and the Equality and diversity monitoring form
- Contact details form

If you want to chat about the role or need further information, you can contact by emailing workforus@themix.org.uk



About The Mix

The Mix is a free, confidential support service for under 25s - making a massive difference to over 6.4 million young people in the UK each year. Whatever issue a young person is facing, The Mix is always there for them - online, over the phone or via social media. It connects young people to experts and their peers to talk about everything from money to mental health, from homelessness to jobs, from break-ups to drugs.

Today's young people face an unprecedented range of challenges. They are possibly the first generation worse off in physical and emotional terms than their parents. The Mix's mission is to ensure that every young person can make informed choices about their wellbeing – wherever and whenever they are: www.themix.org.uk

Vision, Mission and Values

What we do: The Mix is here to take on the embarrassing problems, weird questions, and please-don't-make-me-say-it-out-loud thoughts that people under 25 have to give them the best support through our digital and phone services.

Vision: To be the first point of contact for under 25s. We know that with the right skills and

Mission: To drive positive change in young people and their world through digital, youth voice and data.

Values:

- **Empowering** We support young people to speak out, to take part and to take control of their lives.
- **Non-judgemental** We are open minded; we do not criticise or blame.
- **Inclusive** We welcome all young people from all backgrounds and circumstances.
- **Brave** We talk about everything to reflect the real lives of all young people.
- **Collaborative** We work with others to achieve the best outcomes.

Role Description

Job title:	Admin and Finance Assistant
Reporting to:	Operations Lead
Department:	Operations

Overall purpose of the role:

The Admin and Finance Support role is responsible for providing administrative and financial assistance to ensure the smooth operation of the organization. This position involves performing a wide range of administrative tasks, supporting financial processes, and maintaining effective communication with internal and external stakeholders. The ideal candidate should have excellent organizational skills, attention to detail, and the ability to handle confidential information with discretion.

Key areas of responsibility:

- To assist with day-to-day finance , HR and Office administration.
- Provide financial admin support to; process invoices, manage reconciliation and chase creditors and debtors.
- Answer and manage all external queries.
- Support HR admin for recruitment and inductions.

Main tasks and responsibilities:

Administrative Support:

- Assist with day-to-day administrative tasks.
- Maintain and update files, records, and databases, ensuring accuracy and completeness.
- Manage office supplies and inventory, ensuring availability of necessary materials.

Financial Support:

- Assist in the preparation of financial documents, such as invoices, and expense reports.
- Reconcile credit card statements and resolve discrepancies.
- Support the finance team in preparing financial reports and analysing financial data.

Communication and Coordination:

- Serve as a point of contact for internal and external stakeholders, addressing inquiries and providing information.
- Coordinate and schedule meetings
- Collaborate with team members to ensure effective communication and efficient workflow.
- Liaise with suppliers when needed, ensuring all their invoice are received and paid on time.
- Maintain accurate and up-to-date records of financial transactions and administrative activities.

Person Specification

Essential

- Experience of using Office 365 and Office systems.
- Excellent written and verbal communication skills.
- Good attention to details and ability to manage multiple tasks.
- Ability to work on own initiative and as an active team member.
- Excellent people skills, adaptable and flexible in manner and approach.
- A passion for working with young people.
- Interest and/or enthusiasm for using digital for good.

Desirable

- Experience working in an office environment.
- Experience of providing financial admin support.
- Experience of managing multiple workstreams.
- Experience of youth sector/young people's charities.

Terms and Conditions

Salary:	£13-£15ph, depending on experience
Term:	6-month freelance contract with potential to extend
Location:	The Mix, 209-211 City Road. Hybrid office and home based
Hours:	2 days per week

How to apply

Please send a summary that only includes relevant work experience and what you have achieved in terms of outcomes in your working life (up to 500 words), and answers to the following questions:

1. *How do you prioritize and manage multiple tasks and deadlines simultaneously (up to 250 words)*
2. *What do you think are the key elements to successful financial admin? (up to 250 words)*
3. *How would you handle confidential and sensitive information? (up to 250 words)*

➤ *Each question has equal weighing.*

➤ *Please send all applications to workforus@themix.org.uk*



Have a look at our social media.



Equality and diversity monitoring form

Thanks for your application, we're looking forward to working with you. Below are some questions about who you are and how you identify. These questions are anonymous and completely optional, which means it's your choice if you choose to answer them or not. The Mix is committed to ensuring that all our opportunities and services are inclusive, representative, and accessible for everyone. We are working hard to remove barriers that people may face in taking part in our opportunities. Data plays an important role in that. By completing this form, you will help us to build a picture of who we are reaching, and making sure that our volunteers, staff, and young people are representative of all people in the UK.

Filling out this form is voluntary; however, the information will help us to review our engagement process and ensure we are sticking to our diversity goals. This form is completely anonymous and has no bearing on the outcome of your application."

The information that you provide will be held in line with our privacy policy here: <https://www.themix.org.uk/about-us/privacy-policy>

Which Gender do you identify with?

Woman Man Non-binary Prefer not to say

Prefer to self-define (please specify)

Is your gender the same as your registered sex at birth?

Yes No Prefer not to say

Which of the following best describes how you think of yourself?

Heterosexual Bisexual Gay or lesbian Queer Pansexual Asexual

Questioning Self-define Prefer not to say

If you prefer to self define, please specify:

Age 16-24 25-29 30-34 35-39 40-44 45-49 50-54
55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

Asian or Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background:

Black, Black British, Caribbean or African

Caribbean African Prefer not to say

Any other Black, Black British, Caribbean, or African background:

Mixed or Multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say Any other Mixed or Multiple ethnic background:

White

English, Welsh, Scottish, Northern Irish, or British Irish
Gypsy or Irish Traveller Roma Prefer not to say
Any other White background:

Other ethnic group

Arab Prefer not to say Any other ethnic group:

What is your religion or belief?

No religion or belief Christian (all denominations) Buddhist Hindu Jewish
 Muslim Sikh Prefer not to say Any other religion or belief:

Where do you live?

North East England North West England Yorkshire and Humber
East Midlands West Midlands East of England London
South East England South West England Wales Northern Ireland
Scotland Other locations in the UK:

Do you have a disability or condition that impacts the way you carry out daily activities?

Yes No Prefer not to say

Which of the following best describes your disability or condition?

Mobility, including fluctuation or recurring conditions
Learning or concentrating or remembering
Cognitive, such as acquired brain injury or declining brain functioning seen in conditions like dementia
Autoimmune, such as diabetes
Mental Health/Illness
Autism or Asperger's or ADHD or any other neurodivergent conditions
Stamina or breathing difficulties
Long term illness
Other:

HR Statement

The Mix is committed to ensuring that we have a diverse workforce, which reflects the diversity within society and especially the young people who use our services. Not only is the right thing to do, it also values, celebrates, and recognizes the contribution that diversity can offer to the young people we support, and the staff and volunteers who make up our team at The Mix. We want to take down barriers and actively present opportunities to a wider and more diverse range of people. We are committed to creating safe and fair spaces for all by suitability accommodating different people's needs. This is outlined in our equality policy.

We are seeking applications from individuals with a diversity of experience, backgrounds, and perspectives. We particularly welcome applications from people aged between 18-25years. We also encourage those who may not have formal qualifications but who offer valuable life experience.

The Mix needs your help and co-operation to enable it to do this. Filling out this form is voluntary; however, the information will help us to review our recruitment process and ensure we are sticking to our diversity goals. This form is completely anonymous and has no bearing on our shortlisting process. Hiring managers will have no access to this information and this form is kept separately from your application."

The information that you provide will be held in line with our privacy policy here: <https://www.themix.org.uk/about-us/privacy-policy>

Contact Details

Name:	
Preferred pronouns:	
Mobile number:	
Email Address:	
1 st Reference:	
2 nd Reference:	