

Finance and Administration Team Lead

£35,000 - £40,000 per annum

Alpha Inclusion and Communication helps people reach their potential. We are a Social Enterprise based in Hethel, just outside Norwich and delivering peripatetic services across Norfolk and Suffolk. Working with neurodivergent individuals, schools and businesses, we are passionate about improving accessibility and inclusion in education and workplaces.

Our Values:

Neurodiversity – Celebrating and encouraging differences

Innovation – Achieving excellence through creativity

Professionalism – Demanding integrity and quality in all we do

Compassion – Ensuring care and understanding is underpinned by sustainable support

We are a values-led organisation so our values are central to the development of our policies, procedures and practice.

Our Services:

Our Children's Services are in high demand and we're growing our team to be able to support more children, young people, families and schools.

We work with children between 5-16 yrs in homes, schools and community settings. The majority of our work is focused around Social, Emotional and Communication skills development and supporting parents and professionals to find sustainable solutions to challenges.

The Role:

The Finance and Administration Team Lead will be working closely with other Leadership Team Members to support the growth of the team, services and oversee the day to day running of the Finance and Administration team. This role is an important part of our future planning and it is likely to evolve and develop together with the organisation.

We're looking for a brilliant individual who is passionate about providing high quality services who will lead a team of experienced staff. We want someone who is highly organised and has a proven track record of developing and running a successful team.

We will provide ongoing training and development opportunities, a healthy work-life balance and a team that are self-motivated, resilient and passionate about the work they do.

Key responsibilities:

- To lead a growing team of office staff
- To provide regular mentoring sessions and run regular team meetings
- To organise training and development opportunities
- To oversee budgets, payment approval and employee expense claims
- To maintain and develop financial procedures, ensuring all records are up to date and accurately filed.
- To ensure value for money in all expenditure and minimise waste
- To support the team to ensure the smooth onboarding of new staff
- To oversee the administrative functions of the office
- To support the team to build and maintain relationships with our suppliers and customers
- To work closely with other leadership team members to contribute to the growth and development of the organisation.

Key Skills Required:

- Confident communicator with exceptional interpersonal skills
- Team-orientated mindset and experience leading a team
- Excellent time management and the ability to plan for a meet deadlines
- Self-motivated and adaptable, with a willingness to learn and grow in the role
- A finance qualification, AAT level 3 or equivalent

About you:

We are particularly interested in speaking with people who feel they could offer something to the organisation's growth alongside supporting the Office Team.

We are most interested in speaking with people who have:

- An interest in learning to work as a member of an innovative team.
- A growth mindset and see mistakes as opportunities to learn and grow.
- A willingness to have honest, open and compassionate communication with colleagues.
- A passion for supporting others to develop and grow.
- The ability to use creative thinking to find solutions to challenges.
- A willingness to engage in self-reflection and self and team development.
- The willingness to learn skills in self-management and self-regulation.

We encourage interested candidates to get in touch to discuss the role further.

Contact Sharon on (01603) 926170 for further information or to set up a visit and an informal chat about the role and the organisation.

Alpha Inclusion and Communication is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This post is 'exempt' from the Rehabilitation of Offenders Act 1974, so you will be required to declare:

- All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974.
- All spent adult cautions (simple or conditional) or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account."

Please note this position will be subject to a satisfactory Enhanced DBS check.