



ROLE PROFILE

ASSISTANT ACCOUNTANT



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POST:

Assistant Accountant

SALARY:

£30,000-35,000 per annum (dependent on experience)

CONTRACT:

Permanent: Full-time (37.5 hours/week)

LOCATION:

Hybrid working: two days a week in the Bolton office combined with home-working and travel across our Youth Zone network as required.

REPORTING TO:

Finance Manager

BENEFITS:

Agile working with flexibility in working hours; 25 days annual leave plus bank holidays (rising to a maximum of 30 days); birthday leave, additional annual leave purchase scheme; company matched pension; company sick, maternity, paternity & adoption pay; Employee Assistance Programme, active and engaged networks to join (including Equity, Diversity & Inclusion) and access to Charity Worker discounts.



OUR COMMITMENT TO EQUITY, DIVERSITY & INCLUSION

As an equal opportunities employer, we welcome applications from under-represented groups; in particular from Black, Asian, Mixed Race & other ethnically diverse individuals, people with disabilities, and members of LGBTQ+ communities. Our dedicated ED&I Group, with support from the Senior Leadership Team, is actively promoting and advancing diversity and inclusion at OnSide, ensuring a culture where everyone can be themselves and thrive.

ABOUT ONSIDE

Potential is everywhere. In every home on every street, from affluent suburbs to inner-city estates. The difference is that some young people get every opportunity to explore their potential. Others don't.

We're OnSide, a national charity that believes all young people should have the opportunity to discover their passion and their purpose. To find out what they've got and where it could take them.

We fund and build state-of-the-art, multimillion-pound Youth Zones in the country's most economically disadvantaged areas. We train the amazing people that run them. We offer continuing support via the nationwide OnSide Network, where they can learn and grow, share their stories and celebrate their success together.

These are brand new, purpose-built spaces fizzing with energy, and crammed with incredible facilities. They are staffed by skilled and dedicated youth workers who truly believe in young people - helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it. This is life-changing support that helps tens of thousands of young people from a diverse range of backgrounds to thrive.

It's inspiring. It's empowering. And it works.

We know it works because we've been doing it for over a decade and we're in this for the long term. Every new Youth Zone is built on the know-how of the last. Every success story writes the first chapter of the next. And we're just getting started.

This is passionate, properly funded youth provision, with no ifs or buts. A unique partnership between young people and their community, local authorities and private business leadership, and a growing movement of supporters who believe that how we treat the next generation defines who we are as a society.

Because when we really invest in young people, we all benefit - from who they are now, everything they might become and achieve, and everyone they might touch and inspire. All they need is the chance to shine - an environment where they can be their best selves - and you just watch them go.

It's about opportunity.

THE ROLE

This is a unique role, ideal for an individual who is AAT level 3 qualified or working towards the qualification with a desire to be part of team within a fast paced, innovative, young-person centred charity. This newly defined Assistant Accountant role is designed to work closely within the OnSide team together with the Youth Zones to provide proactive financial support service to drive sustainability. A varied and interesting role

providing support to the Finance Manager in maintaining the accounts for our future and current Youth Zone Projects. This will involve managing a varied workload and supporting the preparation of monthly management accounts for several organisations. The aim is to deliver sound excellent service, with an entrepreneurial approach, rooted in financial practices that are robust and empower Youth Zones to thrive and deliver their mission effectively. We have recently started to development systems and processes, and need someone who combines a curious, forward thinking

and collaborative mindset to embrace, drive and have a passion for the ongoing development of our financial services. As a growing and ambitious charity, we offer responsibility, variety and the chance to work with a team wholly invested in providing young people with the opportunity to fulfil their potential. This role will support the Finance Manager in delivering accurate financial reporting and maintaining strong financial controls across multiple Youth Zones.

JOB DESCRIPTION

KEY RESPONSIBILITIES

- Build effective relationships with Youth Zone teams to become the key contact for finance queries and to ensure accurate recording of financial information
- Process supplier invoices through Dext and Approval Max to ensure accurate posting to Xero, matching to purchase orders where appropriate and highlighting any discrepancies
- Prepare and post month-end journals (accruals, prepayments, depreciation)
- Complete balance sheet reconciliations and resolve discrepancies
- Support the production of monthly management accounts including bank reconciliations, accurate income reallocations and petty cash postings
- Prepare supplier and staff expense payments
- Assist with preparing audit schedules and supporting documentation
- Assist with VAT returns and ensure compliance with financial procedures
- Support accurate accounting of restricted and unrestricted funds
- Identify and implement improvements to financial processes and controls
- Support consistency of financial practices across Youth Zones
- Promote equity, diversity, fairness and inclusion in all aspects of talent development
- Model behaviours of the OnSide culture; consistently defining ways to identify and reinforce behaviours that align with OnSide values

PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, knowledge and aptitudes listed below throughout the recruitment process. However, if you don't meet every single requirement but feel you have strong and relevant transferrable skills or lived experience to draw from, we encourage you to apply anyway.

Why? Studies have shown that women and Black, Asian, Mixed Race & other ethnically diverse people are less likely to apply for jobs unless they meet every single criteria/competency. OnSide are dedicated to driving change and to building diverse, inclusive, and authentic workplaces, so if you're excited about this role but your past experience doesn't align perfectly **please tell us how your experience is transferrable**. You may be just the right candidate!

SELECTION CRITERIA

EXPERIENCE

- AAT Level 3 qualified or working towards
- Working in a finance or accounts function
- Maintaining purchase and sales ledgers, including invoice processing
- Bank and balance sheet reconciliations
- Using finance systems (e.g. Xero) and strong Excel skills
- Supporting month-end processes (journals, accruals, prepayments)

SKILLS, KNOWLEDGE AND APTITUDES

- Understanding of accounting principles and financial controls

Strong attention to detail and ability to identify and resolve errors
Good IT skills, including Excel and finance systems
Ability to prioritise workload and meet deadlines
Ability to work independently and use initiative
Clear communication skills, including with non-finance colleagues
Adaptable and responsive in a changing environment
Professional, organised, and proactive
High standards of accuracy and accountability
Positive and flexible approach
Strong interpersonal and relationship-building skills
Motivated to learn and develop
Able to work independently and as part of a team
Commitment to organisational values
Passionate about the learning and development of all people
Committed to devising solutions to problems, not seeing obstacles
Exceptional multitasking, independent working, and cross-functional collaboration skills
Strong and clear communication skills, written and verbal
A self-starter, flexible, creative and able to show initiative
Understanding of the charity context including aligning training to business priorities and strategy
A believer: a genuine passion for the goals of OnSide

GENERAL INFORMATION

This role will be contractually based at our Bolton office with hybrid working; in practice this will involve working two days a week in the office, combined with home working and travel across our Youth Zone network as required. Homeworking risk assessments are carried out for all employees working from home.

OnSide will contribute towards reasonable travel costs for candidates invited to attend face-to-face interviews when they are travelling from outside the local area. This approach reflects OnSide's commitment to fairness and equality of opportunity.

In accordance with our Child Protection and Safeguarding procedures, this position requires a Basic DBS check.

APPLICATION PROCESS

To apply, please submit a CV and a one-page cover letter via the OnSide website at [Work with OnSide - OnSide Youth Zones](#). While we encourage the responsible use of AI to support your application, your cover letter should be personally written and clearly set out how you meet the person specification.

In addition, please provide the following information:

- Confirmation you are eligible to work in the UK (documentary evidence will be required before a job offer is confirmed)
- Any reasonable adjustments we can make to assist you in your application or the selection process
- How you demonstrate your commitment to equity, diversity & inclusion.



CLOSING DATE FOR APPLICATIONS:

Monday 27th April 2026 at 9am

(We may close this role early if we receive a high volume of applications, so we encourage you to apply as soon as possible.)

INTERVIEWS:

First stage interviews (virtual):

Wednesday 6th May 2026

Second stage interviews (in-person):

Wednesday 13th May 2026 - OnSide office, Atria, Spa Road, Bolton, BL1 4AG

There will also be a short, values-based phone interview between Stage 1 and 2.

For information on how OnSide processes your data, go to
OnSide Youth Zones Job Applicant Privacy Notice - OnSide Youth Zones



OUR VALUES



YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

EXCELLENCE

We encourage ourselves and each other to be the best we can be through continuous learning and improvement, and a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



AMBITION

We are passionate and driven in taking on new challenges, embracing new ideas and exceeding our ambitions for young people, the Youth Zones and our local communities.

COLLABORATION

We create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.





THE DIFFERENCE WE ARE MAKING

As a Network we have an incredible impact on young people



£234M

INVESTED IN OUR NETWORK TO SUPPORT YOUTH ZONE DELIVERY AND PROGRAMMES



60K+

YOUNG PEOPLE ATTEND YOUTH ZONES EVERY YEAR

404

STAFF HAVE BENEFITTED FROM TALENT ACADEMY TRAINING IN 2024/25



666K+

ENGAGEMENTS BY YOUNG PEOPLE ACROSS THE NETWORK



£221M

RAISED TO 'START UP' NEW YOUTH ZONES NATIONWIDE



76%

OF YOUNG PEOPLE INCREASED OR MAINTAINED SELF-CONFIDENCE IN 2024/25

83%

OF YOUNG PEOPLE INCREASED OR MAINTAINED THEIR ASPIRATIONS IN 2024/25



78%

OF YOUNG PEOPLE IMPROVED OR MAINTAINED THEIR SOCIAL SKILLS IN 2024/25



£13+

SOCIAL RETURN ON INVESTMENT FOR EVERY £1 INVESTED INTO YOUTH ZONES



~£350M

OF SOCIAL VALUE GENERATED ACROSS THE ONSIDE NETWORK IN 2025/26