



Job Advert

JOB TITLE:	Finance Assistant
CLOSING DATE:	9am on Monday the 2 nd of October 2023
START DATE:	As soon as possible
SALARY:	(SCP 14) £25,409 to (SCP 18) £27,344 + Local Government Pension Scheme
LOCATION:	Until the secure school refurbishment is complete, the post holder will benefit from hybrid working between home and the Oasis London offices (near Waterloo Train Station) with some visits to the secure school location – Thereafter, the role will be located at the Oasis Restore school in Rochester, Medway, Kent.

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- ***Are you passionate about making a difference in the lives of young people?***
 - ***Do you want to be a part of a values led, driven and innovative team developing the UK's first secure school?***

As part of the Finance Team, the **Finance Assistant** will play a key role in helping to create an innovative, inclusive, and therapeutic environment for staff and children alike. Initially the postholder will largely play a hands-on role in a growing team as well as helping the team to set up the processes and systems to get the school operational and then as it becomes more established will provide a more broad, professional Finance service in alignment with Oasis Restore ethos and values, and accounting practices and safeguarding law.

If you are passionate about Finance, would like to contribute with ideas and be part of a responsive Finance team who is setting something unique to generate a department that wants to make a difference in the lives of young people and staff, we encourage you to apply for this exciting opportunity.

The role and what we are looking for

Are you ready for an opportunity of a lifetime? We are looking for someone who already is, or is looking to make the next step, to being a **Finance Assistant**.

At Oasis Restore, we're building a brand-new organisation that has never been tried before in the UK. And you could be part of it. As the Finance Assistant, you'll have a once-in-a-lifetime chance to positively change the lives of disadvantaged children in custody or on remand.

As part of our Finance Team, you'll play a crucial role in creating the systems and process to ensure that we provide a high level of service to all stakeholders inside and outside of the organisation.

Of course, you won't be doing it alone. You'll have the full support of a Chief Financial Officer and Finance Manager in your immediate team and the opportunity to collaborate with other Finance teams within the wider Oasis family. You'll have the chance to network, shadow, and receive training opportunities to grow and develop your Finance career.

And we'll help you define your own tailored CPD opportunities based on your interests, whether it's ACCA, CIMA, AAT or even just a course on MS Excel.

So, if you're self-motivated, diligent, and willing to learn quickly through trial and error, this could be the opportunity you've been waiting for. Apply now to join the team at Oasis Restore and make a real difference in the lives of others.

Our Secure School

Oasis Restore is the country's first secure school that is a proof-of-concept policy initiative funded by the Ministry of Justice (MoJ) and the Youth Custody Service. Oasis Restore's mission is to transform the life chances of children aged 12-18 years in the criminal justice system through delivering psychologically informed, integrated practice that centres on trusted, safe relationships between staff and children. Oasis Restore is a learning community that embeds hope, stability, and opportunity for children beyond the secure school. To read more about us please visit our website www.oasisrestore.org.

Our offer to you

As a newly established subsidiary of the wider Oasis Charitable Trust, you enjoy the benefit of being part of national organisation that employs teachers, youth and community workers, volunteers and supports staff to reach their full potential. Oasis Restore is currently in the process of developing its long-term offer for staff, we are developing this in consultation with our leaders.

- A mixture of one to one and group reflective practise, coaching & supervision sessions as well as regular line management.
- Experience an Appraisal policy that decouples pay and performance.
- An elected staff forum to listen to, and act on staff feedback.
- Access to a competitive defined benefit pension scheme (either the Teachers Pensions Scheme or Local Government Pension Scheme subject to individual scheme rules).
- 33 days annual leave including bank holidays, rising to 35 days after two years.
- Subject to meeting basic eligibility criteria, be entitled to up to 8 weeks full-pay and 18 weeks half-pay paid maternity/adoption/shared parental leave (based broadly on the NHS Employers scheme).
- Subject to meeting basic eligibility criteria be entitled to up to 3 weeks fully paid paternity leave.
- Paid time off to attend antenatal appointments (those staff who are either pregnant or whose partner is pregnant)
- Have a structured and bespoke induction training plan plus a training offer bespoke to our context leading to a level 4 qualification in the therapeutic care of adolescents.
- Receive the same offer of sick leave pay (based broadly on the length of service in the national 'Green Book' framework) from Day 1 of employment.
- Up to 5 days discretionary paid compassionate/emergency/general leave plus further discretionary unpaid leave
- Up to 4 weeks paid parental bereavement leave plus up to 5 days paid bereavement leave for the death of other specified close relatives.
- Expenses and travel costs incurred as part of the working day (as appropriate, not including travel to work)
- Access to an eye care vouchers scheme, season Ticket Loans, a cycle to work scheme and free car parking.
- We are in the process of setting up a new employee health care cash plan and employee discount scheme.

We are also willing, if requested, to offer **4 day working patterns** for the successful candidate with a pro-rated salary or alternatively condensed 39 hours over 4 days.

What are you waiting for? Apply today!

Interested candidates should download the application form from our website www.oasisrestore.org/join-us/vacancies and answer the below questions in the 'Personal Statement' section in no more than 2 x A4 pages:

1. Why you are the right person to support the Finance team in establishing a new, values-led organisation?
2. Give us a few examples of times that you have gone over and above to support your team.

For more information or an informal discussion about this role please email recruitment@oasisrestore.org to arrange a confidential phone call.

Closing Date: 9am on Monday 2nd October 2023

Interviews: Friday 6th October 2023

If you have not been invited to attend interview by 4pm on Wednesday 4th October, you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

Safeguarding and Pre-Employment Checks

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks including references and right to work checks. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

This post is also covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Equality, Diversity, and Inclusion

At Oasis Restore we recognise that our team is strengthened by the knowledge, experience and insights people from a wide range of backgrounds can bring. These beliefs and values are underpinned by decades of work and experience that Oasis has had in a wide range of sectors including education, housing and youth-work supported further by a wide range of independent research and studies elsewhere which evidence that creating teams with diverse experience and perspectives, and encouraging healthy debate, reduces the risk of 'blind spots' that often form barriers to success.

Oasis Restore aim is to attract and retain the very best diverse talent and role models to help create an innovative, caring and extraordinary working environment for our staff, that enables us to deliver exceptional, caring and psychologically informed learning experience for our students. We would therefore like to encourage applications from people with varied skillsets, life experiences, and from different backgrounds and sectors to help shape Oasis Restore. If you can demonstrate some of the criteria and believe you have what it takes, then we'd love to hear from you.

Given the nature of our work we also welcome applications from candidates with the following lived experience:

- Experience of working successfully with challenging people who have multiple and complex needs.

- Personal experience of the criminal justice system, or lived experience of the issues facing this client group (i.e. involved in gangs or knife crime).
- Knowledge of the issues facing this client group, such as gangs, knife crime, social exclusion and isolation, child criminal exploitation, adverse childhood experiences and trauma.
- Ability to actively listen and motivate young people.
- Ability to be a positive role model, demonstrating the virtues of a crime-free life to young people.

We're also very happy to answer any questions you may have so please don't hesitate to get in touch at recruitment@oasisrestore.org.

***The Equal Opportunities Form will not be shared with anyone involved in processing your application. Please complete this as part of the application process. Please note that if you have a disability and you require this form or submitting the information with regard to this form in another format, such as in larger print, please contact the People Services team.*

