**Job title:** Finance Administrator

**Type:** Part time 0.6 FTE

**Salary:** £30-32,000 per annum

**Location**: London, WC2A (1-2 days office-based, one must be a Thursday, and remote working)

**Reports to**: Head of Finance & Operations

## Organisation Overview and background to the role

The Trust’s success and growth across our outward-facing areas of delivery in recent years means that we now need to grow and strengthen significantly our internal Operations functions.

The overall purpose for the new Finance and Operations service and team is:

* To provide expert advice and support in its areas of technical expertise;
* To become a centre of excellence for a systematic and streamlined approach to the systems that enable the Trust and its staff to work to their standards of excellence.

## Finance Administrator

In this newly created role as a key member of the new Finance & Operations team, the job holder will provide administrative support on a range of the Trust’s finance activities. The Finance Administrator will report to the recently created position of Head of Finance & Operations.

The job holder will be an experienced finance administrator adept at supporting a range of financial activities simultaneously and bringing a strong and systematic yet pragmatic approach to their work. The job holder will offer support to drive efficiencies across the Trust and ensure that all colleagues are able to focus on what they do best every day for maximum impact on the Trust’s core legal work.

## Key responsibilities

Finance Administration

* Support Head of Finance & Operations as required (Board of Trustees Finance Committee presentations, creating management accounts, producing finance reports for SMT and the board etc.)
* Process all transactions (AP/AR), payment runs
* Post monthly journals, and reconcile balance sheet monthly
* Provide finance administrative support to other colleagues as needed (i.e., expenses and petty cash)
* Support with the preparation of the annual audit
* Support with the preparation of the annual budget
* Support with the preparation of funder reports
* Identify opportunities to streamline finance administrative processes and finance systems across the Trust

### General

* Support Head of Finance & Operations as required
* Provide administrative support to other colleagues as needed

## Skills, Experience and Qualifications

### Essential

* Proven experience of providing support in all areas of accounts, ideally in the non for profit sector
* Excellent numeracy skills
* Proven experience of working with restricted funds, grants and different charity income streams
* Substantial experience of relevant office software packages (Word, Excel, Outlook, CRM)
* Ability to work independently with minimum supervision
* Ability and willingness to communicate with staff and Trustees on own initiative
* High attention to detail and ability to work to a consistently high standard on short turnaround times
* Excellent command of written and spoken English with effective all-round communication skills
* Ability to prioritise effectively and to re-prioritise at short notice
* Team-oriented and ability to work well in a small office environment and with people from

different cultures and backgrounds

* Understanding of and alignment with the Trust’s core purpose

### Desired

* Knowledge and/or experience of the Trust’s core purpose and the global LGBT human rights movement and developments