

Job description and person specification

Job title: Finance & Administration Assistant

Location: Office (Bristol, UK) at least 2 to 3 day each week, option to work remotely for remaining days.

Duration: Permanent contract

Working hours: Full time, 35 hours a week

Salary: £25,628 + competitive holiday + pension

Start date: ASAP

Responsible to: Head of Finance & Resources

Overall aim:

The aim of this role is to support all areas of administration for the finance and resources team as well as some support in operations and to the CEO.

Key objectives:

- To support all areas of administration for the finance and resources team
- To ensure that appropriate office supplies and equipment are available, well maintained and that the office space is effectively used and well run.
- To support the Fundraising & Operations team with the income database, procurement and travel administration.
- To support all areas of administration for the CEO.

Full training will be provided.

Key roles/ tasks:

1. Support all areas of administration for the Finance & Resources department

- Preparation of financial journals in line with expenditure occurred within the UK office
- Carrying out monthly tasks such as banking donations, petty cash reconciliations and bank reconciliations.
- Administer credit card and staff expense claims.
- Preparation and setup of online foreign currency payments.
- Maintaining the fixed asset register.
- Maintain finance and resources department files/records.
- Assist with the Project Finance Managers in identifying information capture processes and updating of detailed procedures notes relating to financial procedures.
- Support the quarterly budget process.
- Support the year-end statutory audit process.

2. To ensure that appropriate office supplies and equipment are available, well maintained and that the office space is effectively used and well run

- Support the management of office supplies and related procurement – office refreshments, stationery and equipment
- Handle incoming telephone calls, queries and post.
- Assist with ensuring that adequate and appropriate office and IT resources are available, properly maintained, secured, recorded and insured.
- Assist with any other relevant tasks at the request of your line manager.

3. To support the fundraising & operations teams with the income database, procurement & travel administration.

- Support maintaining the Income database on Raisers Edge.
- Support preparing travel administration for the operations team
- Support with procurement required.

4. To support all areas of administration for the CEO

- Support preparing travel administration and logistics for the CEO.

Person specification:

E = Essential criteria

D = Desirable criteria

Qualifications/knowledge

- Educated to degree level or equivalent (E)
- Grade A or above in GCSE Maths or equivalent (D)
- Working towards a bookkeeping / accounting qualification (D)

Personal qualities

- Organised, efficient with the ability to prioritise work effectively (E)
- Able to work to instructions but also able to take initiative when required (E)
- Discreet, particularly concerning confidential matters (E)
- Strong team member with a positive and flexible attitude towards new tasks and priorities (E)
- A passion for, and commitment to, international development and to issues affecting rural smallholder farmers in dryland Africa. (E)
- Commitment to working in a values-led organisation. (E)

Skills/Knowledge

- Sensitivity to cultural differences and the ability to work in a wide variety of cultural contexts. (E)
- Good literacy, numeracy and IT skills. (E)
- Ability and willingness to undertake routine administrative tasks. (E)