



Job Description

Job Title	Administrator and Finance Officer - Portuguese Speaker (Job share) – Maternity Cover
Reports to	Deputy Director
Hours per week	Part time - 4 days per week
Location	Hybrid work - at least 1 day per week from the LAWRS' offices in London (Old Street)
Contract	Fixed term (with possibility of extension)
Salary	£29,850 per annum pro rata
Pension	Government Workplace NEST Pension Scheme
Responsible for	A small team of creche workers and 1-2 volunteers

Job Purpose

The Latin American Women's Rights Service (LAWRS) is a human rights, feminist organisation led by and for Latin American migrant women in the UK. Our work is dedicated to supporting the immediate and long-term needs of Latin American migrant women exposed to violations of their fundamental human rights; facing violence against women and girls, exploitation or trafficking; enduring difficult living and working conditions in low paid jobs and facing barriers to social protection. Around 2,000 women use our services every year, benefitting from practical and emotional support, learning new skills and improving their own opportunities. We strive to provide essential tools for women to empower themselves in their pursuit of personal and social change.

The Administrator and Finance Officer provides both clerical and administrative support to the LAWRS team on a day-to-day basis. They are involved with the coordination and implementation of office procedures and have responsibility for specific project activities and tasks as needed.

Main accountabilities

1. To be responsible for all the aspects of LAWRS main office administration, ensuring the smooth running of day-to-day activities by:

- Ensuring that LAWRS offers a welcoming environment to the women using its services and engaging in its activities; that they are able to easily access services, facilities and activities on an informed and empowered basis; that they are able to voice their opinions and feedback; and to effectively redress complaints.
- The efficient management of paper and electronic post, dealing with general correspondence and ensuring that incoming information is circulated to relevant staff and volunteers.
- Answering telephone enquiries and calls making sure these are dealt with appropriately, including following any relevant internal procedures.
- Continuously improving and maintaining electronic and paper personnel, office administration and membership records and computer-based information.
- Creating, developing and maintaining effective filing systems.
- Updating seating plans and equipment at LAWRS as required, including upkeep and repair.
- Timely ordering office supplies, stock, stationery and equipment as required.
- Keeping and updating membership records of LAWRS.

2. To carry out general financial activities, including:

- To be responsible for keeping financial records of transactions, including overall responsibility for petty cash.
- To liaise with LAWRS' Bookkeeper and provide them with the information required for bookkeeping purposes (e.g. invoices, remittances, grants information and updates received through postage, etc)
- To be responsible for the approval and prompt payment of bills, rent, services and other items of recurrent expenditure.

3. To assist the senior management team in different organisational activities and tasks such as:

- LAWRS staff recruitment processes.
- Producing internal reports, reports to LAWRS' Board of Trustees and any other material as required by the Director and/or your line manager.
- Planning and preparation of LAWRS Annual General Meeting, End of Year Celebration and International Women's Day event and be responsible for the planning and preparation of other organisational events as required.
- Monitoring LAWRS accreditations, memberships and subscriptions renewals.
- Writing organisational formal letters and communications as instructed.
- Supporting LAWRS Senior Management Team with monitoring and evaluation tasks as required.
- Scheduling and attending meetings, creating agendas and taking minutes as requested by LAWRS Senior Management Team.

4. To have overall responsibility for the smooth operation of LAWRS' creche, by:

- Delegating the maintenance of the playroom and its contents to creche workers, allowing the creche space to be clean and tidy to a high standard before and after creche bookings.
 - Liaising with mothers, carers and other LAWRS' staff, when required.
 - Coordinating and supervising creche activities on organisational events.
 - Organising the monthly creche rota according to requests and availability.
 - To gather, review and approve creche workers timesheets and pass them for authorisation in due time for payroll purposes.
 - Ensuring that creche workers are effectively recruited, inducted, supported and supervised and that there is effective communication to and within the creche team.
 - Ensuring a safe environment for children, complying with health and safety and child protection regulations at all times during the course of duties by creche workers.
5. To participate in the process of planning and updating strategic and operational plans, as well as other organisational priorities with the senior management team, by:
- Assisting in the regular review, development and updating of LAWRS policies and procedures, business and operation plan.
 - Ensuring service user views are heard and inform the LAWRS' services and activities provision.

Other accountabilities

- To be LAWRS' GDPR officer.
- To attend regular one to one sessions, service and staff meetings, LAWRS Annual General Meeting and any other relevant organisational activities as required.
- To abide by LAWRS policies and procedures.
- To abide by Health and Safety guidelines and share responsibility for your own safety and wellbeing and that of colleagues.
- To attend training, events, conferences, and other development opportunities in agreement with your line manager.
- To carry out any other duties appropriate to the post as requested by your line manager in pursuance of LAWRS aims and objectives.

Other requirements or conditions of the role:

- You might be required to participate in occasional organisational activities on the weekends and/or outside your working days/hours.
- This job description outlines the current main responsibilities of the post, however, the duties of the post may change and develop over time and the job description may be amended in consultation with the post holder.

Person specification

Experience	Measured by
1. A minimum of three years' experience in an administrative role or equivalent qualification in business, management and/or administration.	Application form Interview
2. Experience managing and working with databases.	Application form Interview Exercise
3. Demonstrable experience using software packages (including Excel, Microsoft Word and PowerPoint) to manage data and produce documents and presentations.	Application form Interview Exercise
4. Experience operating in fast paced environments and meeting deadlines.	Application form Interview Exercise
5. Experience supervising and supporting team members.	Application form Interview
Knowledge and Understanding	
6. Working knowledge of accounts and bookkeeping.	Application form Interview
7. An understanding of information legislation, such as the Data Protection Act.	Application form Interview
8. A thorough understanding of the needs and issues facing Latin American women in the United Kingdom.	Interview
9. A commitment to integrate equal opportunities principles and anti-discriminatory practice in all aspects of the work.	Interview
10. Demonstrable knowledge of monitoring and evaluation tools and processes.	Application form Interview
11. Excellent command of English and Portuguese both orally and in writing, including quality written work for reporting to funders purposes.	Application form Interview Exercise
Skills and Abilities	
12. Initiative, resourcefulness and a "can do" attitude.	Interview
13. Exemplary attention to detail.	Application form Exercise
14. Discretion and respect for confidentiality.	Application form

15. Excellent communication and interpersonal skills, and approachable and sensitive nature.	Interview
16. Excellent ICT skills, including the ability to be self-administering, making use of computerised systems and databases.	Application form Interview Exercise
17. Ability to set priorities, work on own initiative and under supervision.	Application form Interview
18. Ability to be flexible and work as part of a team and to engage positively and constructively with others.	Application form Interview
19. Excellent organisation skills and ability to work well under pressure dealing with conflicting demands.	Interview
Desirable	
20. Previous experience working in the voluntary sector in the UK.	Application form
21. Ability to speak Spanish.	Application form

Last updated: January 2025