

just**fair**

Application Pack

Finance and Operations Officer

Closing date for applications: **9:00 Monday 3 June 2024**

Finance and Operations Officer

Recruitment timetable

What	When
Deadline for applications	9:00 Monday 3 June 2024
Interview 1	Monday 10 June or Tuesday 11 June 2024
Potential 2 nd interview	w/c 17 June 2024

How to apply

Please complete the following:

- the Application Form
- the Equal Opportunities Monitoring Form
- a CV outlining your career (paid and unpaid work), with any academic and professional qualifications, to date.

Applications which do not include a completed Application Form, or a CV will not be accepted. Please email all documents to Kate Ewing at info@justfair.org.uk by **9:00 Monday 3 June 2024**.

We are aiming for this recruitment process to be as accessible and equitable as possible, and potential applicants are encouraged to email Kate Ewing at info@justfair.org.uk if you need any more information on the role or how to apply.

As part of any recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. Please read the Privacy Notice attached.

Diversity, equity and inclusion

Just Fair is committed to promoting equal opportunities in employment and creating a workplace culture in which diversity and inclusion is valued and everyone is treated with dignity and respect.

As part of our zero-tolerance approach to discrimination in any form, any job applicants will receive equal treatment regardless of Protected Characteristic such as age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. We are aware political opinion is also a Protected Characteristic in Northern Ireland.

About Just Fair

Founded in 2010, Just Fair is a small specialist human rights charity working on economic, social and cultural rights (ESCR) in the UK. Leading ground breaking ESCR policy, research, and practice, we have an established track record, extensive networks, and strong partnerships.

Our goal is for ESCR to be incorporated into domestic law, and for the UK Government and public authorities to be effectively held to account in relation to their human rights obligations.

If we are successful, these rights will be better respected, protected and fulfilled, and everyone will be guaranteed the basic requirements of a decent life in which they can thrive, with dignity.

We believe we have the greatest impact through working together, so we work collaboratively with other activists and organisations. Our focus for the next three years is:

- continuing to be a thought leader and advocate for ESCR and
- building a stronger, more united civil society across the UK that is confident to use ESCR in their work.

We have an engaged and active trustee board and a small, hardworking and friendly staff team. We are a registered charity, no. 113184 and Private Company Limited by guarantee, company no. 07394478. Our team all work remotely from home, with IT equipment provided. We do not have an office base but consider flexible hot desk options where required.

You can read our Strategy 2023-25 [here](#).

You can read more about our team, funders and work [here](#).

Background to the role

We have created this new role to support the organisation's growing finance and operations functions. Working alongside the Director, and outsourced financial support supplier and IT provider, the postholder will play a vital role in managing the organisation's financial resources and operational activities.

Once filled, this role will replace the current Administrator role.

About you

You will be highly organised and efficient, with strong experience of administering financial and operational support to an organisation. As a positive 'can-do', resourceful and supportive team player, you will be confident working alone and with others, as part of a small team.

You will be ready and able to work flexibly and remotely in the UK.

We are committed to supporting professional development, and flexible working.

Finance and Operations Officer Job description and person specification

Accountable to	Director
Location	Home based, ¹ in the UK.
Working hours	21 hours per week
Salary	£36,000 per annum FTE
Benefits	8% employer pension, 25 days plus statutory holidays
Duration	12 months initially, with possibility of extension

Job purpose

To work closely with the Director, Just Fair team, and outsourced suppliers, to support the organisation's financial and operations functions, ensuring the smooth and efficient running of the organisation.

Main duties and responsibilities

Finance

1. Complete data entry for financial transactions and support financial processing
2. Support payments and payroll
3. Support monitoring of expenditure against budgets
4. Support production of financial reports and general financial administration
5. Support month-end financial closing process, ensuring timely and accurate reporting

HR support and administration

1. Maintain accurate employee records and support leave management
2. Administer recruitment processes
3. Lead on the induction of new starters, including training on core systems and processes

Operations

1. Support adherence to compliance requirements such as those relating to the Charity Commission and Companies House, policies and procedures
2. Coordinate with external suppliers and service providers
3. Lead on provision of general operational support, such as ad hoc events administration, responding to general enquiries, maintaining effective and efficient record and file keeping

Other

1. Contribute to the effective maintenance of financial and HR controls and systems, and develop improvements to enhance efficiency
2. Be ready to undertake other reasonable activities in line with the role

¹ Or flexible hot desk option, IT equipment provided.

Person specification

Essential

Experience

1. Strong experience of administering financial and operational support to an organisation
2. Experience of producing written reports to a high standard
3. Experience of coordinating with external suppliers

Knowledge and understanding

1. Knowledge of bookkeeping and generally accepted accounting principles
2. Understanding of and commitment to the [purpose, values and principles](#) of Just Fair.

Skills and abilities

1. Proven administrative skills
2. Strong attention to detail, and ability to produce work with a high level of accuracy
3. Organised and disciplined approach, with strong decision-making and prioritisation skills
4. Ability to work and deliver effectively under time pressure
5. Ability to exercise discretion in dealing with sensitive and confidential matters
6. Excellent communication skills, both written and verbal, including the ability to effectively communicate with a diverse range of audiences.
7. A positive 'can-do', resourceful and supportive team player
8. Confident working alone and with others, as part of a small team
9. Ability and readiness to work flexibly and remotely

Other

1. Have the right to work in the UK

Desirable

1. Financial or administration related qualification, or working towards one
2. Working knowledge of finance software, such as Xero
3. Working knowledge of a HR platform, such as Breathe HR
4. Experience of working in a civil society organisation in the UK
5. Awareness of UK GDPR regulations