

Application Pack Finance Officer

Closing date for applications: **9:00 on Tuesday 1 September**

Finance Officer

Recruitment timetable

What	When
Closing date for applications	9:00 on Tuesday 1 September
Interviews	Wednesday 9 September online

How to apply

Please complete the following:

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

Applications that do not include **both** documents will not be considered.

Due to the volume of applications, only shortlisted candidates will be contacted. If you have not heard from us by the interview date, please assume your application has not been successful. As a small team, we are unfortunately unable to provide feedback on applications that are not shortlisted.

In addition, applicants are invited to complete an Equal Opportunities Monitoring Form, which is attached. This is optional and will not affect your application.

Please send all documents to recruitment@justfair.org.uk by **9:00 on Tuesday 1 September**.

We aim for our recruitment processes to be as accessible and equitable as possible. Potential applicants can email recruitment@justfair.org.uk to request more information on the role.

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

Just Fair is a UK civil society organisation that works to achieve lasting, positive change through the promotion and protection of economic, social and cultural rights.



Our **vision** is for a fairer and more just society for all. Our **mission** is to lead and inspire work to respect, protect and fulfil economic, social, and cultural rights in the UK.

Just Fair is the only UK-wide organisation solely dedicated to advancing economic, social, and cultural rights (ESCR). We are the thought leader and advocate for the recognition and enforcement of these rights in UK law and policy. Our work drives change at local, national, and international level to ensure that rights are enjoyed both in law and practice.

We are known for our expertise in policy, research, and practice, and for our ability to bridge the gap between the lived experiences of those most affected by rights violations and the local, national and international policy forums where decisions are made.

At the heart of our approach is a deep commitment to centring the voices of people with both lived and learned experience, ensuring that our work is led and shaped by those at the sharpest end of injustice.

As a convenor and connector, we are building a diverse and growing network of organisations, campaigners, and activists working to promote ESCR, underpinned by strong relationships across the UK. Our impact is recognised through strategic initiatives, cross - sector collaboration, and local partnerships that deliver meaningful, measurable change.

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 2025-2028 [here](#) and our team and work [here](#).

Economic, social and cultural rights

[Economic, social and cultural rights](#) (ESCR) are the rights of everyday life for all of us. They include the right to food, water, housing, work and workers' rights, social security, health, education, and a healthy environment.

In the UK, these rights are protected in international, but not domestic law. This makes them insecure and difficult to enforce.

About you

Our ideal candidate will be highly organised and efficient, with strong experience of administering financial support to a civil society organisation. As a positive 'can-do', resourceful and supportive team player, you will be comfortable working both independently and collaboratively in a remote team, with a commitment to equality, diversity, and inclusion.

You will have the right to work in the UK and be able to work from home in the UK, within easy reach of London for occasional face to face meetings.

We are committed to supporting professional development and flexible working

Finance Officer

Accountable to:	Director
Location:	Home-based in UK
Salary:	£38,000 (pro rata)
Hours:	14 hours per week, to be worked flexibly
Annual Leave:	25 days plus statutory holidays (pro rata)
Pension:	8% employer contribution
Contract:	Permanent

Role purpose:

The Finance Officer is responsible for the effective day-to-day management of the organisation's finances, ensuring accurate financial records, robust financial controls, timely reporting, and compliance with statutory and funder requirements.

The postholder supports managers and trustees by providing reliable financial information that enables sound decision-making and helps secure the organisation's financial sustainability.

Key responsibilities

1. Complete data entry for financial transactions and support financial processing.
2. Complete payments and support payroll.
3. Complete monitoring of expenditure against budgets.
4. Complete production of financial reports and general financial administration, including management accounts, ensuring timely and accurate reporting.
5. Develop and complete organisational and programme budgets and financial forecasting.
6. Complete year-end preparation for independent examination.
7. Lead on adherence to, and completion of compliance requirements relating to the Charity Commission and Companies House.
8. Coordinate with external suppliers and service providers as appropriate.
9. Be ready to undertake other reasonable activities in line with the role.

Person specification

Essential

Finance and bookkeeping

1. Experience of bookkeeping, financial administration, and processing financial transactions.
2. Experience using accounting software such as Xero, QuickBooks, Sage, or similar.
3. Experience maintaining accurate financial records, including bank reconciliations and payment processing.
4. Experience preparing financial reports (including for funders), management accounts, and budget monitoring information.
5. Experience supporting budget setting, forecasting, cash flow management, and organisational financial planning.

6. Experience of month and year-end processes and preparing information for audits or independent examinations.
7. Experience supporting reserves management.

Charity finance and compliance

8. Experience working within a civil society or other not for profit organisation's finance function.
9. Understanding of restricted and unrestricted funding.
10. Knowledge of financial controls, governance, and compliance requirements.
11. Knowledge of Charity Commission and Companies House reporting requirements, or the ability to acquire this knowledge quickly.
12. Experience supporting payroll administration.

Communication and relationship management

13. Strong communication and interpersonal skills.
14. Ability to explain financial information clearly to non-financial audiences.
15. Experience working effectively with colleagues, trustees, external accountants, payroll providers, auditors, funders, and other professional advisers.

Organisation and personal effectiveness

16. Excellent attention to detail and a high level of accuracy.
17. Strong organisational skills and ability to manage competing priorities.
18. Ability to work independently and manage workload effectively in a remote environment.
19. Good IT skills, including proficiency in Excel and Microsoft Office applications.
20. Commitment to confidentiality and the appropriate handling of sensitive information.
21. Commitment to the mission, values, and aims of Just Fair.

Qualifications

22. AAT Level 3 or above, equivalent bookkeeping qualification, part-qualified accountant status, or equivalent relevant experience.

Other requirements

23. Based in the UK with the right to work in the UK.
24. Willing and able to work from home within easy reach of London for occasional face to face meetings.