

Job Title: Finance and Administrative Assistant

Location: Remote (UK-based)

Salary: £25,000–£27,000 per annum

Duration: Permanent

Hours: 37.5 per week. Hours should be worked Monday to Friday, but we are flexible and welcome discussions on start and finish times to accommodate your individual needs.

Interviews: These are likely to take place the week commencing 2 November 2026, with specific dates to be confirmed.

About Us

The Social Research Association (SRA) is an educational charity and membership organisation for social researchers, dedicated to advancing excellence in social research across the UK. We support the research community by:

- Growing and connecting an inclusive, diverse community of social researchers.
- Expanding career pathways and professional development.
- Advancing knowledge, best practice and innovation in social research.
- Representing and advocating for the profession.

We are entering an exciting period of increased member engagement, expanding our member benefits and researcher community offer, including mentoring, and launching a new digital community platform. Alongside these developments, it is important that our core activities, such as training and events, continue to run smoothly. This role is key to supporting those activities.

We are a small team of eight people who work in a highly interconnected way.

About the Role

The Finance and Administrative Assistant will provide essential support across three main areas: finance, events and training. The role requires attention to detail in finance administration, strong organisational skills, clear communication, and a commitment to helping our members and partners engage with our services. The role reports to the Training and Conference Manager. The successful candidate will have a strong background in finance administration, substantial experience of using customer relationship management (CRM) systems and Xero (or similar accounting software), and the ability to work effectively in a fast-paced environment. Above all, you should be eager to learn and ask questions.

Key Responsibilities

Finance and Administration

- Manage and maintain accurate financial records for the organisation, including accounts payable and receivable.
- Manage the weekly accounts reconciliation process.
- Prepare financial reports, issue invoices and follow up with debtors for training and events.
- Assist the Operations Manager with budgeting and forecasting.

Training and Events

- Provide administrative support to the Operations Manager and Training and Conference Manager by managing the training and events inbox, bookings and attendance.
- Support the monitoring of training and events by producing feedback reports.
- Provide general administrative support for regular training events and the annual conference.
- Coordinate meetings and events, liaising with trustees, volunteers and colleagues.

General

- Develop, review and implement administrative processes and procedures to improve efficiency.
- Provide exceptional customer service to internal and external stakeholders.
- Maintain confidentiality and handle sensitive information with discretion.

Who We're Looking For

We know that great candidates do not always meet 100% of the criteria. If you are excited about this role and keen to contribute to this next phase of our development, we encourage you to apply.

Essential Experience and Skills

- Experience in a finance administration role, managing multiple tasks and meeting deadlines.
- Experience using digital tools such as customer relationship management (CRM) systems and accounting software. You do not need to be highly technical, but you should be comfortable navigating systems, updating records and helping others with basic queries.
- Experience responding to customers or clients by email.
- Experience supporting projects or coordinating tasks.
- Intermediate Excel skills, such as producing monitoring reports on training bookings.

Desirable Experience (Nice to Have, but not Required)

- Knowledge of financial regulations for charities, such as the Statement of Recommended Practice (SORP).
- Experience working in a membership organisation, charity or similar setting.
- Familiarity with basic data management, such as updating records and maintaining databases.
- Experience coordinating online or in-person events.
- Experience updating website content, or an interest in learning.

What We Offer

- 28 days' annual leave, plus bank holidays.
- Fully remote working, with occasional travel for meetings anticipated to be no more than 10 times per year.
- A few days of face-to-face induction to help you connect with the team and organisation from the outset.
- Personal and professional development, including payment for one subscription to a relevant professional or membership body.

Our Culture

It is an important part of our mission to represent the profession in all its diversity. To do that, we are committed to developing a talented workforce that reflects that diversity. We are an inclusive and welcoming organisation, and we are committed to ensuring that our culture and ways of working enable all our people to thrive at work without negatively affecting their private lives.

Interview Process and Accessibility

We are committed to an inclusive recruitment process that gives all candidates the best possible opportunity to demonstrate their suitability. As a Disability Confident Committed employer, we guarantee an interview to candidates with a disability who meet the minimum criteria for the role.

We will provide interview questions two to three days in advance to help candidates prepare.

We will contact you before the interview to ask whether any adjustments would help the process work better for you. We will make every effort to accommodate reasonable adjustment requests.

Interviews will be held online, but we can arrange an in-person interview if preferred. In-person interviews would need to be held in London.

We anticipate holding one interview, which is likely to include a combination of questions and a task.