



Job Description: Finance and Administration Officer

Position:	Finance and Administration Officer
Salary:	£22,000 per annum
Location:	Home based with regular travel to Birmingham
Contract:	Permanent, full time contract with 3-month probationary period
Reporting to:	Senior Leadership Team

Kids Club Kampala is a UK charity with a Christian ethos that works to transform the lives of children in the slums of Kampala in Uganda. We help children and families in Uganda to survive and to thrive by providing for both their immediate needs and strengthening their futures through community outreach, protecting, educating, and skilling. We work in partnership with our team in Uganda who passionately lead and implement our projects which are a life line to some of the most vulnerable children in the world.

About the Role

We are looking for a committed and detail-oriented Finance and Administration Officer to help manage the day-to-day financial and administrative functions of our growing charity. As part of our friendly, supportive team, you'll play a crucial role in keeping us organised and driving the charity forward during this exciting stage of our development.

This role is home-based, with monthly travel to Birmingham for team meetings.

We are an inclusive organisation, and we strive to create a welcoming environment for everyone. We encourage applications from non-graduates and people from diverse backgrounds. If you're committed to making a difference and driving change, we'd love to hear from you.

Please note that you must be eligible to work in the UK in order to apply. For any further enquiries about this vacancy please get in touch via info@kidsclubkampala.org or call 07971601154.



Job Description

Financial Administration

- **Bookkeeping:** Maintain accurate financial records, including processing receipts, invoices, payments, and expenses.
- **Budgeting and Reporting:** Assist in the preparation of budgets, financial forecasts, and reports for internal management and external stakeholders.
- **Grant Management:** Track income and expenditure related to grants and restricted funds, ensuring compliance with donor requirements.
- **Accounts Payable/Receivable:** Manage payments to suppliers and reconcile incoming donations and funds.
- **Bank Reconciliation:** Reconcile bank accounts on a regular basis to ensure the accuracy of financial statements.
- **Gift Aid Claims:** submit regular gift aid claims to HMRC and ensure declaration forms are up to date

Administrative Duties:

- **Donation processing:** Timely and accurate processing of donations including creating receipts and data management.
- **Office Management:** Oversee general administrative tasks, including managing office supplies, correspondence, file management and documentation.
- **HR Administration:** Support the HR function with staff records, leave tracking, and recruitment documentation.
- **Board and Committee Support:** Assist with preparing financial reports, minutes and other documentation for Board meetings and other key committees.
- **Database Management:** Maintain accurate donor and client databases, ensuring data protection compliance.



Who You Are

We welcome applicants from all backgrounds, whether or not you have a degree. If you meet **most** of the following criteria, we encourage you to apply.

Essential Skills and Experience

- A strong commitment to our mission and values.
- Excellent organisational and time management skills.
- High attention to detail and accuracy.
- Experience in financial administration.
- Proficiency in Microsoft Office, particularly Excel.
- Strong problem-solving and analytical skills.
- Ability to work both independently and as part of a team.
- Adaptability and the ability to prioritise tasks in a fast-paced environment.

Desirable Skills (but not essential – we're happy to support your development!)

- Experience with financial software (e.g., QuickBooks, Xero, Sage).
- Previous experience in payroll management.
- Knowledge of charity accounting practices, grant management, and fund accounting.
- Ability to explain financial information to non-financial colleagues.
- An interest in the charity sector and/or international development.

What We Offer

- **Annual Leave:** 25 days of annual leave pro rata, plus 8 public holidays and an additional day off for your birthday.
- **Flexible Working:** Fully remote working with flexible hours.
- **Pension:** 5% employer pension contributions.
- **Professional Development:** Individual training and development plan, with ongoing investment in your growth.
- **Project Visit:** Option to visit Uganda after your first year of employment.
- **Team Wellbeing:** Monthly team meet-ups, an annual wellbeing day, and a Christmas get-together.
- **Training Days:** Annual training days and a dedicated training budget.



**Kids Club
Kampala**

Kids Club Kampala
Helping vulnerable kids in Uganda survive and thrive
www.kidsclubkampala.org
UK Charity no. 1152451

How to apply

To apply, please email your CV along with a covering letter, detailing why you are applying for the job and how you meet the person specification to info@kidsclubkampala.org before the closing date of Friday 8th November 2024. Interviews will be held via video conference the week of the 18th November 2024.

If you have any questions or need further information about the role, please feel free to reach out via email info@kidsclubkampala.org or call us on **07971601154**.

Our Commitment to Diversity and Inclusion

At Kids Club Kampala, we are committed to building an inclusive organisation where diversity is celebrated, and everyone feels they belong. We actively encourage applications from people of all backgrounds, particularly those from underrepresented groups. Please note, you must be eligible to work in the UK to apply for this position.