

UNITED WAY UK JOB DESCRIPTION

Job Title: Operations and Finance Coordinator

Contract: Full-time, Fixed Term (12 months, with the potential to become permanent)

Location: Remote, with in-person meetings and team time in London or other UK locations

Salary: £29,000 per annum

Reporting to: CEO

Accountable to: CEO

Purpose of Role:

The Operations and Finance Coordinator will provide essential administrative and operational support to ensure the efficient day-to-day functioning of United Way UK (UWUK). Working closely with the CEO and the Head of Programmes, this role encompasses a range of responsibilities in finance, operations, HR, and programme delivery support.

Key Responsibilities:

Administrative Support:

- Provide high-quality administrative assistance to the CEO, including preparation of agendas and reporting materials
- Participate in fortnightly operations meetings with the CEO to review and update monitoring and evaluation systems.

Financial Administration:

- Process invoices, expense claims, and financial documents in collaboration with the outsourced bookkeeper.
- Monitor and track budget-related activities and ensure accurate financial data is provided for reporting.
- Support the CEO in preparing financial updates and reports for the Board and Finance & Audit Committee.
- Coordinate invoicing arrangements with partners, vendors, and funders, and maintain financial records.

Operations Coordination:

- Maintain and manage office systems, equipment, and supplies to support efficient operations.
- Liaise with outsourced IT consultants to ensure effective IT systems and security.
- Manage compliance with legal and regulatory standards, including GDPR and other operational policies.
- Track and monitor project and grant-related deliverables, via UWUK operational planning and monitoring systems

Programme Support:

- Assist the Head of Programmes with the operational and administrative aspects of programme delivery, ensuring activities align with timelines and objectives.

- Support the coordination of contracts and agreements with partners and funders, maintaining accurate records.

HR and Compliance Support, working with outsourced HR provider:

- Coordinate HR administration, including onboarding of new employees, payroll liaison, and support for recruitment processes.
- Assist the CEO with performance appraisal processes by coordinating relevant systems and documentation.

Fundraising Support:

- Assist in setting up and managing fundraising platforms and donation processes, including Gift Aid claims.
- Maintain donor trackers and systems and provide administrative support for fundraising events.

Stakeholder Support:

- Provide responsive and professional service to partners and stakeholders, resolving operational issues as required.
- Monitor the enquiries email inbox, passing information on to members of the team as appropriate.

Qualifications and Skills:

- Proven experience in administrative, financial, or operational support roles, preferably in the charity or non-profit sector.
- Strong organisational skills with the ability to manage multiple tasks and priorities effectively.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite and familiarity with financial software.
- Ability to focus on detail with accuracy and meet deadlines.
- Proactive, reliable, adaptable, and self-motivated.
- Commitment to the core mission, values, and work of United Way UK.

Application Process:

Interested candidates are invited to submit a 1-2 page CV and 1-2 page cover letter detailing their suitability for the role to info@unitedway.org.uk. Applications will be reviewed on a rolling basis until the position is filled.

United Way UK Commitment to Diversity, Equity, and Inclusion:

United Way UK is committed to a diverse, equitable, and inclusive work environment respecting differences and ensuring equal rights for all employees. We provide equal employment opportunities without regard to race, gender identity, age, disability, or other protected characteristics as defined by applicable law.

Approved: [Jane Hudson-Jones](#), CEO

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