



Role description Accounts Administrator

Introduction

The [Partnership Brokers Association's \(PBA\)](#) vision is of *a world where humanity flourishes in fair societies and vibrant ecosystems because people collaborate bravely across boundaries in the spirit of partnerships.*

Transforming the Field of Partnering Practice.

We are an international, not-for-profit organisation dedicated to enhancing the effectiveness and impact of multi-stakeholder collaboration. Our purpose is to explore, exchange and promote effective multi-stakeholder partnering practices and principled forms of collaboration that accelerate transformative shifts in behaviours, attitudes, and systems to create a more just and sustainable world. PBA's mission is to promote and support professional standards in partnership brokering and to advance the global understanding of effective partnerships.

Role overview

PBA is seeking a highly skilled and dynamic Accounts Administrator to oversee its financial matters. As part of the PBA Finance Team, the Accounts Administrator works closely with the Finance and Business Strategy Advisor who leads the team.

Profile

The ideal candidate will demonstrate a strong commitment to excellence and the ability to provide financial support while upholding the highest standards of confidentiality and accountability. The candidate will act with integrity, independence, and professionalism at all times, safeguarding the PBA's financial interests and maintaining a strong ethical stance. The candidate will liaise with and maintain relationships with outsourced firms, auditors, and others as required.

Key Responsibilities

- Management of the day-to-day financial operations of the organisation such as bookkeeping and related administrative aspects
- Attention to detail for accuracy in data entry and raising payments.
- Ensure compliance with financial regulations and internal policies
- Flagging up overdue payments to core team
- Proficiency in Xero for bookkeeping, raising invoices, bills and bank reconciliations
- Experience with Xero-integrated apps e.g. Stripe
- Administration of all detail surrounding financial transactions, ensuring timely payment of invoices and taxes.
- Tracking income and expenditure against budgets
- VAT expertise: Preparing and submitting quarterly VAT returns under Making Tax Digital (MTD) rules.
- Ad-hoc support Finance and Business Strategy Advisor as requested.

Skills & experience – essential

- An accountancy qualification with working knowledge of UK accounting standards and company law.
- Demonstrable financial management experience and competences.

- Demonstrable understanding of accountancy software and G-Suite/ Microsoft Excel.
- Experience of working with not-for-profit organisation
- Ability to think strategically, and exercise good, independent judgement.
- Ability to work effectively as a member of a small team and respond to queries in a timely manner.

Motivation:

- Enthusiasm for the work of the PBA and its mission.
- A positive can-do attitude.
- Enthusiasm for team working.

Terms and Conditions

- Consultant contract.
- Accounts Administrator - up to 54 days.
- £180 per day to be invoiced quarterly.
- Location: home-based, preferably in the UK.
- Requires a degree of flexibility on availability.

Application timeline

Interested applicants should send with their resume and a cover letter indicating their rationale for considering the role and how they are fit-for-purpose for the said position. All applications need to be sent to info@partnershipbrokers.org by 8pm BST 10th July 2026.

Shortlisted candidates will be notified by 20th July 2026 and invited for an on-line interview. The Recruitment Committee will make the final decision by 31st July 2026 so the Accounts Administrator can come on board and commence the responsibilities on 11th August 2026.