



AbleChildAfrica

Finance & Administration Executive

JOB PACK

We are looking for a new member of the AbleChildAfrica team!

AbleChildAfrica works alongside partner organisations in East Africa to achieve rights for children and young people with disabilities. Come and join us on our journey!

We are looking for a motivated individual with a passion for international development and child rights to join our ambitious and growing team.

Working closely with our small team, freelance part-time Accountant and Treasurer of the Board of Trustees you will lead the administrative and finance back end operations of the organisation. Results oriented, you will have strong interpersonal skills together with a flexible and proactive approach. The post is front of house office-based role

About us

We are a small, dynamic charity, entrepreneurial in style and collaborative in process. We are values led, passionate about our partner approach and driven by the beneficiaries of our work.

We are in a great position, demonstrating consistent growth over the last 5 years and are currently re-branding so that we are ready for the next stage of our journey.

We work hard for what we believe in, but create an enjoyable, flexible and accessible working environment to ensure you enjoy what you do and have a good work-life balance.

We aim high both in our values and in the quality of our work. We strive to be the best at what we do, and use our strengths as a small organisation to innovate and showcase ideas for change.

We want to be better. We are honest about what we get wrong and provide space to make things right.



Our Values

- Collaboration** We listen to and collaborate with local partners and children with disabilities.
- Quality** We are good at what we do and are passionate about the approach we take.
- Courage** We are bold and agile, with the courage to innovate and take disciplined risks.
- Transparency** We are honest, we act with integrity and we are accountable.
- Inclusion** We believe everyone should have the same opportunities in life regardless of disability, age, geography or gender.

As a small charity, who we are and the personality we live up to is really important to us:

- Authentic** We are honest, open and genuine.
- Passionate** We are passionate about what we do.
- Courageous** We are bold, agile and innovative.

About you

We are looking for an motivated, energetic and proactive individual to join our team.

As Finance & Administration Executive, you will manage the day-to-day finances of the organisation, as well as supporting the Programmes Team in their financial reconciliations and the CEO in monthly finance management, feeding into the Annual Audit.

You will provide general administration support for the whole team, leading on the IT and HR functions of the organisation and helping to create a positive working culture with a focus on staff wellbeing. You will act as the first point of call for external communications.

You will also liaise with our Board of Trustees, keeping records up to date and organising and attending Board Meetings.

You will be confident in working in a fast-paced environment, juggling multiple priorities and be a great communicator and team-player. You may have experience with charity Governance, or you might have transferable skills and experience from other roles in other sector. Either way, if you think you are right for us, we want to hear from you.

Job Purpose

1. To manage the day-to-day finances of the organisation, including bookkeeping using QuickBooks online and processing of financial transactions.
2. To lead on resolving IT issues and to provide effective administrative support to all office operations.
3. To support the effective governance of the organisation by acting as a secretariat to the Board of Trustees.
4. To lead on HR Admin, re-shape the culture of our working practices, focusing on staff wellbeing.



Contractual terms

Location: South London - Brixton

Hours: Full time - 37.5 hrs/week - with possibility of part-time

Term: Permanent

Reporting to: CEO

Salary: starting at £24,480 (pro-rated if part-time)

Pension: Matching contribution to your private pension up to 5% of gross salary



If you think you are interested, then send your CV and a Cover Letter (two sides of A4) that covers the key competencies below, explains your suitability for the role and why you want to work for us to jobs@ablechildafrica.org.uk by **midnight Sunday 19th May** to apply.

AbleChildAfrica is an equal opportunities employer and will not discriminate against any candidate on the basis of any characteristic protected by the Equality Act 2010. **We particularly encourage applications from persons with disabilities** and all applicants who meet the minimum criteria will be offered an interview.



Main Duties and Responsibilities

1. Office Management (approx. 30% time)

1. Support the CEO and team with all administrative tasks as necessary.
2. Lead on IT management and resolve IT issues.
3. Act as first point of call for all external communications including general email, post and telephone enquiries and communicate with suppliers.

2. Governance Support (approx. 10% time)

1. Act as Secretariat for the Board of Trustees by maintaining records and providing administrative support as needed.
2. Provide administrative support for Board of Trustees and Trustee meetings - manage meeting space and materials needed and take and verify minutes of meetings.
3. Process Trustee appointments, resignations and annual filings with Companies House and Charity Commission as needed and ensure complete files are held for all Trustees

3. Financial Administration (approx. 50% time)

1. Use Salesforce to get approvals for payments, process all payments and use Quickbooks Online to manage day-to-day bookkeeping of all income and expenditure.
2. Support the Programmes Team in processing funds requests and financial reports from overseas partner organisations; in preparing/reconciling budgets & reports as needed for grant donors and in tracking exchange rate fluctuations.
7. Manage financial reconciliations with the freelance accountant, produce monthly QuickBooks reports to feed into the CEO's Management Accounts, and support completion of the Annual Audit.

4. HR Management (approx. 10% time)

1. Lead on staff and volunteer recruitment and other HR functions.
2. Hold responsibility for HR Admin management through Salesforce.
3. Create a positive working culture in the organisation, taking a lead to create a happy environment focused on staff wellbeing



Person Specification

Please outline your suitability for the role based on the following competencies in your Cover Letter. If you do not match one of the competencies, attempt to explain similar experience or skills you have that would be of interest to us.

Experience

1. Previous bookkeeping experience, ideally with an accountancy system (experience of Quickbooks is desirable but not essential).
2. Experience of charity governance (or similar).
3. Experience working in a small, dynamic organisation with competing priorities.

Skills and Technical Competencies

4. Financial literacy.
5. Excellent administrative, organisational and record keeping skills.
6. IT literate with good knowledge of Microsoft Office and competency in using databases or systems (ideally Salesforce but not essential).

Qualities

1. Energetic, motivated and hard-working; with an ability to work under own initiative in a fast-paced environment.
2. A good team player with excellent communications skills, able to build strong relationships with colleagues and external stakeholders.
3. An interest in working in an organisation focusing on children, disability and /or international development.

Please send your CV and cover letter to jobs@ablechildafrica.org.uk by **midnight Sunday 19th May** to apply.

