

FINANCE & ADMIN OFFICER JOB DESCRIPTION

Salary: £28,282 per annum. Please see our [Global Salary Scales](#) for more information. This role will be paid at the rate for Grade C in these scales.

Location: UK - office based (Frome, Somerset) or remote working (in the UK) or a combination. Applicants must already have an unrestricted right to work in the UK

Reports to: Finance & Systems Manager (based in the UK)

Contract: Full-time, permanent (though we are open to considering applications from those who want to work on a part-time or job-share basis)

As an organisation that works with disability activists in Africa and Asia we are clear that lived experience of disability is hugely important to our mission. Priority for this role will be given to disabled people. We want to see you at your best and so please let us know if there are any adjustments at all that we can make to the recruitment process to ensure that it works for you. We are also committed to ensuring that we continue to review and make adjustments throughout your employment with ADD.

Job Purpose

The role will be based in our Resources, Systems and Culture Team and will take charge of the day-to-day financial activities for the UK as well as administrative support to other members of this global team.

Whilst primarily a finance role you will also have opportunities to provide administrative support across a range of business functions, including HR and IT. You will be line managed by the Finance and Systems Manager and will also work closely with the HR Manager, both of whom work in the UK (partly from our Frome office and partly from home). This is a great opportunity for someone who has some finance admin experience to build on this as well as gain experience of other related business functions in an international charity.

About ADD International.

ADD is a participatory grant-maker for disability justice. Our Vision is for a world in which ableism no longer exists, and in which disabled people can access their full rights and experience justice. Our Mission is to resource disability justice activists and organisations, nurture lived-experience leadership, and influence fairness in funding so that disability justice movements thrive.

ADD works in solidarity with disability justice movements. We use our position and our networks to make sure resources and opportunities flow to disability justice movements in Africa and Asia.

ADD works with organisations led by people with lived experience of disability and we seek to centre that lived experience in everything we do.

We support disability justice organisations and activists with funding and nurture their lived-experience leadership to build powerful movements for change.

Key Responsibilities

You will work on a wide variety of tasks which will include bookkeeping and bank reconciliations, as well as providing general administrative support to the team. You will be comfortable working both independently and collaboratively across a diverse international team.

Finance

Taking charge of day-to-day financial activities and administration:

- Processing invoices and staff expenses for authorisation and payment
- Dealing with supplier queries
- Managing weekly payment run process
- Processing credit card expenses
- Recording all income and expenditure in QuickBooks
- Maintaining all supporting documents for any transactions posted onto QuickBooks
- Reconciling bank and credit card statements
- Assisting with month end procedures including balance sheet reconciliations
- Processing donations arriving in post
- Other finance administration tasks as necessary

General Administration

Take responsibility for providing efficient and effective administrative support across a range of business functions, including HR and IT. For example:

- Managing and maintaining business related systems, for example our online HR system and SharePoint
- Using templates to prepare standard paperwork
- Recruitment, new joiner and training administration
- Arranging meetings and notetaking

Safeguarding.

We are committed to ensure we are a safe organisation, delivering safe programmes that ensure we do no harm to people we work with. Our processes ensure all posts are graded, based on interaction with children and vulnerable adults. This post is a **Level 1** post. See outline of all levels below:

- **Level 1** - HQ based, no real direct access to children/vulnerable adults
- **Level 2** - a travelling role, possible access to children/vulnerable adults but unlikely to be alone
- **Level 3** - regular access to children/vulnerable adults including on their own, or lead responsibility for safeguarding within office/location

In addition to the responsibilities listed above, this role like all at ADD, will also have specific responsibilities relating to safeguarding:

- Ensure familiarity, and compliance with, ADD's child and vulnerable adult safeguarding policy and undertake training as required. In particular:

Person specification

This is primarily a finance role so the successful candidate will need to have experience of finance administration and basic bookkeeping. Experience of other areas, such as HR or IT, is not essential as training will be given. You will have excellent time management skills and the ability to prioritise a busy workload and work both independently and collaboratively across a diverse international team.

Essential criteria:

- Experience of finance administration
- Experience of basic book-keeping
- Experience using financial software, for example Quickbooks or similar
- Proficient with using Microsoft 365 (or transferable skills in similar packages)
- Strong written and verbal communication skills
- Excellent organisation, time management and multi-tasking skills with the ability to prioritise and plan a busy workload.
- Able to build relationships with a variety of people, including suppliers, donors and staff
- Ability to work effectively with colleagues globally across cultural differences
- Commitment to the Social Model of Disability and a rights-based approach to development.

How to apply.

Interested applicants should send the following attachments by email:

- Their **CV** (max 3 pages)
- Your **answers to the below 3 questions** (maximum 1,000 words)
- Completed [equal opportunities form](#)
- The names, contact numbers and addresses of **2 referees** (please state if you are not happy for them to be contacted at this stage)

Please also send your answers to the following questions in no more than 1,000 words or in an audio or video recording of no more than 6 minutes. Please note these will be anonymised and reviewed before we look at the CVs of candidates (so please send as a separate document within the same email, but do not include your name on this document). Audio/video recordings will be transcribed before being shared with the recruiting panel to maintain anonymity.

- What motivated you to apply for this role?
- What experience would you draw on to fulfil the responsibilities of this role?
- This role will be supporting a number of senior roles and working with staff based globally in 6 different countries. What challenges do you anticipate in working in such a way and how would you overcome these?

Please send your application to: recruitment@add.org.uk by the closing date specified below.

If you need an accessible format, please contact recruitment@add.org.uk and specify which format you require.

Application deadline: 27 May 2024 5pm UK time
Interviews will be held: 6 June 2024

Incomplete applications will not be accepted. We are unfortunately only able to reply to those shortlisted.

Equal opportunities.

We are keen to promote strong principles of equality and diversity and would welcome applications from all backgrounds. Disabled people are strongly encouraged to apply and as a 'disability confident employer' ADD guarantees to interview all disabled candidates who meet the minimum criteria. For more information on this please see our [Equal Opportunities Policy](#).

Safeguarding.

The nature of ADD's work is as an ally to the global disability movement promoting the rights of all people with disabilities. It does mean that our staff, consultants, trustees and volunteers may come into contact with children and vulnerable adults in some capacity or another. ADD is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all staff, consultants, trustees and volunteers to share this commitment.

At ADD, we're committed to creating a safe and rewarding environment for all of our people to work and volunteer, as well as for those we come into contact with through our work.

This means we have robust safeguarding policies and procedures to ensure everyone is treated properly, and a whistle-blowing policy and process so people can raise any concerns they have, confidentially.

For more information on this please see the [safeguarding pages](#) on our website.