

Finance and Operations Officer

Work Rights Centre is a registered charity dedicated to ending poverty by helping workers exit poorly paid, unprotected, and insecure employment. Every day advisers at our Employment Rights and Employability Clinics help migrant workers access their work rights, and support them in improving their professional mobility. Founded in 2016, we have helped over 3,000 individuals to recover unpaid wages, challenge unfair dismissals, and find more secure employment.

About the role

The primary purpose of the Finance and Operations Officer position is to ensure smooth running of the charity through providing finance, operations and administrative support to the COO and CEO. The Finance and Operations Officer is responsible for bookkeeping, procurement and HR support.

Responsibilities

1. Bookkeeping and finance

- Maintain monthly book of accounts on accruals basis in Quickbooks
- Complete balance sheet reconciliations on a monthly basis including associated journal entries
- Manage and maintain an effective fixed asset register with depreciation
- Manage Soldo balance and ensure all staff expenses are correctly recorded and have receipts
- Process expenses for staff without Soldo cards
- Collect and correctly file receipts and invoices
- Allocate expenses to each grant as per forecasting tool
- Issue invoices and ensure payments are received in timely manner
- Initiate all payments via bank, including monthly payroll
- Collect, count and bank cash London office donations on regular basis
- Process Gift Aid submissions for direct donations and liaise with People's Fundraising
- Facilitate preparation of accounts, and independent review or audit of annual accounts and financial records

2. Procurement and operations

- Purchase supplies and assets needed for day-to-day running of the charity
- Support the COO/CEO in procurement of new services through research and obtaining quotes
- Act as the admin contact and managing subscriptions to all the different services, including outsourced IT provider
- Assist the CEO / COO in key administrative duties, including the organisation of quarterly Trustee Meetings and minute taking

3. HR and payroll

- Liaise with the payroll provider on monthly basis, including checking and approving payslips
- Assist in new employee and volunteer enrolment, including contract admin and setting up accounts with payroll and pension providers
- Calculate annual leave allowances and ensure holiday management system is correct and up to date
- Act as the first point of contact for HR related queries from staff and volunteers
- Liaise with the pension provider to ensure contribution schedules are correct and paid

Skills and Experience

This position is suitable for someone with the following skills and experience:

- AAT Level 3 qualification or equivalent professional experience would be beneficial but is not essential.
- Substantial experience in bookkeeping and experience of using Quickbooks
- Substantial experience in administrative functions, ideally in a fast growing charity
- Exceptional organisational skills and attention to detail
- Strong financial and numeric skills
- Good written and verbal communication skills
- Experience working remotely and autonomously
- Knowledge of standard office administrative practices and procedures, including HR
- Advanced Excel skills [desirable]

Work Rights Centre is a charity founded by migrants and for migrants and vulnerable Britons. We welcome applications from all members of society, and we encourage applications from those with lived experience of issues we seek to address - in-work poverty, working in unscrupulous or unsupportive environments, or the immigration system.

Pay, schedule and duration

Schedule. The position is for part-time: 15h (2 days) a week, starting April 2022. Schedule is flexible but at least one of these days needs to be a Thursday or a Friday.

Salary. £28,000 - £31,000 FTE. Pro rata: £11,200 - £12,400

Duration. 12 months fixed-term contract. We will seek to extend the contract subject to funding.

Location. The place of work is flexible. We can accommodate a fully remote position for an exceptional candidate, but occasional travel to our London office would be required.

Training. We are committed to supporting staff in accessing the training they need to ensure their CPD.

Holiday. 28 days including bank holidays

How to apply

Please send your CV and cover letter to Kasia Figiel, COO at kasia.figiel@workrightscentre.org by April 8th.