



Finance and Admin Officer Job Description

Salary: £27,000 - £30,000 per year based on experience (pro rata if part-time)

Terms: Permanent. Full-time or part-time with a minimum of 4 days/week (0.8 FTE).

Location: Remote. We will strongly prefer candidates who can be based in the UK.

Probation: 6 months

Reports to: Director of Finance and Operations

Who We Are

Humanists International is an international non-governmental organisation (NGO) and the [global representative body](#) of the humanist movement, uniting a diverse community of non-religious organisations and individuals. [Inspired by humanist values](#), we are optimistic for a world where everyone can have a dignified and fulfilling life. We build, support and represent the global humanist movement and work to champion human rights and secularism.

We campaign on humanist issues. We defend humanists at risk of persecution and violence. We lobby for humanist values at international institutions, including the United Nations. And we work to build the humanist movement around the world.

Our Members and Associates include humanist, rationalist, secular, ethical culture, atheist and freethought organisations from all over the world. Our community also includes many individual supporters who share our vision and values.

About the Role

Humanists International has another separate entity based in the US. This role will be a part of the UK operations team but will collaborate with the US finance team occasionally when it's required, for example, during the audit period. Both UK and US finance teams are managed by the same Director of Finance and Operations who is based in London.

We are looking for a highly motivated individual who can provide excellent finance and administrative support to the small, predominantly home-based team. We're seeking someone who is personable, highly organised, has attention to detail and is keen to take initiative and learn new skills. Onboarding training will be provided, but we would like you to demonstrate transferable skills.

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



This is a full-time or part-time with a minimum of 4 days/week (0.8 FTE), permanent position, which is predominantly home-based but does require the attendance of in-person events such as the General Assembly and Team Building. You will also be expected to attend a number of board-level meetings held on weekends to take meeting minutes - further details are listed in the Key Responsibilities section.

We are open to flexible work arrangements and committed to diversity and inclusion.

Key Responsibilities

- Taking charge of the day-to-day financial activities and office administration of the organisation.
- Ensuring high-accuracy bookkeeping and bank reconciliation are completed to deadlines.
- Ensuring adequate financial documents are filed on Drive to comply with the audit requirements.
- Preparing invoices and receipts to stakeholders as required.
- Generating month-end Budget vs. Actual Report from accounting software on time, for the Director of Finance and Operations to review.
- Preparing financial data for quarterly Finance Report in tables for the Director of Finance and Operations to conduct quarterly financial analysis.
- Assisting the Director of Finance and Operations with the preparation of financial data, tables and files for the annual budgeting and UK audit.
- Reviewing and processing expense claims. And ensuring the Expenses Policy is being followed.
- Preparing and attaching expense receipts to the CEO's monthly credit card statements.
- Being the first point of contact of the organisation. Managing office inbox, answering office calls and sorting out the letters.
- Attending online board meetings (four times a year on Saturdays) and investment committee meetings (twice a year on weekdays between 5-7pm) to take meeting minutes. Board meetings normally take 3 hours and investment committee meetings take 45 minutes. These meetings are usually planned 6-8 months in advance. TOILs will be provided when the meeting is held outside your normal working hours.
- Assisting the CEO with board papers and circulating them to board members before board meetings.

- Arranging flights and accommodations for the CEO and board members to attend in-person meetings when required.
- Arranging meetings for the CEO when required.
- Assisting staff and board members with queries on finance or administrative matters.
- Any other appropriate duties.

Essential Skills

- Accounting, finance, or economics qualification.
- A minimum of two years' experience in bookkeeping and administration roles.
- Experience using financial software. e.g. Quickbooks, Xero, Sage or equivalent.
- Understanding of the chart of accounts structure, cash/accrual accounting basis.
- Understanding of the expense claim process.
- Experience preparing the budget. (Not necessarily the whole organisation's budget, but specific section(s), for example, travel costs and fixed-costs related budget lines would be essential.)
- Excellent organisation, time management and multi-tasking skills with the ability to prioritise and plan a busy workload.
- Self-motivated and able to meet all deadlines.
- Supportive, collaborative and able to build relationships with both internal and external stakeholders.
- Abilities to work independently with initiative.

Desirable Skills

- Understanding of the annual audit process.
- Understanding of the organisation's annual budgeting process.
- Experience of working in a not-for-profit sector.
- Awareness of charity accounting and restricted funds.
- Submitting Gift Aid Claims.
- Experience using CRM system.
- Experience in remote working.



Staff Benefits

- 30-days annual leave (this is in addition to the UK public holidays). Pro rata if you work part-time.
- Remote working
- Employee Assistance Programme
- Season ticket loan
- Cycle to Work Scheme

Application Process

Please download and complete our Employment Application Form for Finance and Admin Officer, and send it to **office@humanists.international** with the subject heading "**Job Application for Finance and Admin Officer**" no later than **10:00 am (BST) on 29th April 2024**.

Successful shortlisted candidates will be notified by COB 1st May 2024.

Interviews are expected to take place on **7th - 8th May 2024** online.

This opportunity is also listed on our website:

<https://humanists.international/about/work-with-us/>