



Finance and organisational support officer – Job Description

Location: London

Salary: £38,825 - £40,744 (pro-rata 3 days per week)

Job Type: Permanent

Reports to: Deputy Director

Key Responsibilities

Finance Management

- Oversee the day-to-day financial operations of the organisation, including managing payments, receipts, and petty cash
- Process monthly payroll, liaise with the pension provider and HMRC to ensure compliance with all statutory requirements
- Maintain accurate financial records, input monthly reconciliations, and monitor expenditure against budgets
- Prepare monthly income and expenditure reports for review by senior management and the finance committee
- Collate documents for annual audit and liaise with accountants
- Support the development of annual budgets and financial forecasts in collaboration with senior management and the finance committee
- Complete and submit quarterly VAT returns
- Notify senior staff when grants, donations or other income are received (or delayed), ensuring accurate tracking and reporting
- Coordinate quarterly finance committee meetings, including scheduling, circulating papers and taking minutes when required
- Provide advice and guidance and help develop in line with the senior management and finance committee financial policies and procedures. As well as migration and introduction of new financial management software
- Negotiate with external contractors on clarifications and errors on invoices, as well as dealing with any financial queries
- Under the finance committee, taking responsibility for moving funds between accounts or reserves as needed, liaising with banks and investment funds

Project, administration and office support

- Manage office supplies and oversee general office upkeep, including ordering stationery, printer toners and IT equipment
- Process publication orders and manage a membership database of regular customers and subscribers
- Liaise with external stakeholders such as building management on matters relating to building maintenance and shared office spaces
- Support the wider team with administrative and systems such as keeping the annual leave register updated, and project tasks, including logistics for events, workshops and meetings.
- Book travel and accommodation for staff, council members and external stakeholders as required
- Support the deputy director with logistics and diary management

INSTITUTE OF RACE RELATIONS

Person specification

Financial

- Possess knowledge of accounting practices and experience of managing multiple annual accounts
- Possess knowledge of VAT implications for a charity providing a variety of services
- Ability to produce financial reports for the senior management and finance committee
- Ability to prepare and monitor budgets throughout the year on multiple grant incomes
- Fully competent in using payroll software packages, databases and Microsoft Office
- Ability to prepare and develop complex spreadsheets
- Accurate data input skills with good attention to detail
- Ability to learn new applications as and when required
- Sound knowledge and application of large databases
- Application and knowledge of electronic budgeting and financial systems
- Systems and the ability to interpret financial data
- To make effective and efficient use of all forms of communications

Administration and communications

- Ability to assess workload and priorities within their area of work
- Good team working skills
- Ability to communicate clearly both in writing and verbally to staff, council of management, external contractors
- Proactively responding to queries as and resolving any office and administrative issues
- Ability to advise budget holders regarding policies/procedures

General

- Alignment and empathy with the general values and ethos of the IRR
- Commitment to promoting equal opportunities and anti-racism in the workplace