

# Job Description



POST TITLE	Finance & Admin Officer
ACCOUNTABLE TO	Operations Director
HOURS	Full-time 37.5 hours per week Monday – Friday Occasional weekend & evening work
LOCATION	London
ANNUAL LEAVE	28 days (including bank holidays)
PROBATION	3 months
SALARY	£23-£25k

## Position overview and accountability

- This role will assist in managing the CAGE office, its finances, administration and ensure that CAGE's organisational outputs are effectively delivered working closely with the Operations Director. The role reports to the Operations Director

## Strategic Objectives this role contributes to:

**Strategic Objective 8: We will promote organisational excellence**

## Main Responsibilities

### Admin

1. To help maintain HR policies, including staff handbook and ensure line managers are conducting timely review and supervision of their staff.
2. To assist in overseeing human resources processes in general, including recruitment, induction and management of interns and volunteers.
3. To be the initial contact for all enquiries regarding CAGE, maintaining CAGE's contact email box as well as mail and other correspondence.
4. To organise and administer monthly Operations meetings (OPs) and ensure action points are followed up prior to the next meeting.
5. To support the Operations Director, and the heads of other teams on administrative matters as agreed with Operations Director.
6. To support the Operations Director in the implementation of the various CAGE Campaigns as outlined in each campaign plan.
7. To administer and follow up on fundraising pledges during Ramadan and beyond and also follow up any online failed payments.
8. To ensure the CAGE office is fully functional and effectively used.

### Finances

9. To establishing and maintain administrative, financial and office systems and ensure good practice is maintained in line with accounting principles.

10. To be responsible for book keeping function and all associated accurate recording of income/expenses
11. To support the Operations Director in filing monthly book keeping reports using Quickbooks (or current) software.
12. To support the Operations Director in compiling quarterly management (financial) accounts
13. To liaise with accountants to ensure payment of salary, expenses, invoices and HMRC payments and all other expenses to maintain an efficient and functional office.

### Additional information

- Undertake other tasks on the direction of the of your line manager if/when required.
- Be flexible around working in the evenings and weekends as required.
- Assist the organisation with any other work that is required to complete its functions
- Adhere to and ensure the implementation CAGE organisational policies and procedures within their role.
- Seek to improve your own performance and be committed to continuous professional development.
- To act as an ambassador for CAGE, upholding and promoting our organisational values and ethos
- Responsible for producing timely and accurate reports every month for your line manager

### KPIs

The success of this role will be measured by the following KPIs:

- HR policies, processes in place and maintained
- Efficient and functional CAGE office
- All correspondence up to date and cleared
- All financial dealings up to date and accounting process maintained
- Regular Operational meetings taking place and actions are followed up
- Various outputs for the Campaigns in CAGE are being delivered in timely manner