



## ADMINISTRATIVE & FINANCE ASSISTANT

<b>Working hours</b>	Part-time (22.5 hours per week)
<b>Contract</b>	Permanent
<b>Reporting to</b>	Operations Manager
<b>Pay band</b>	£22,427 to £23,803 per year (pro rata)*
<b>Annual leave</b>	33 days per year (pro rata)
<b>Deadline to apply</b>	30th of January 2022. We encourage candidates to apply as soon as possible. This is temporarily a remote position due to COVID-19, however, we require candidates to be available to work from our office in South London.

\*annual increments from starting salary £22,427

### About IRMO

IRMO works to enable the development, agency, and participation of Latin Americans and other Spanish and Portuguese speakers, by responding to both immediate needs and structural inequalities. We do this by offering high-quality information and advice services, opportunities for development and training, and a platform to seek social and systemic change. Our work is organised across three main operational areas - *Advice and Casework; Education, Training and Employment; Children and Young People* - and a cross-cutting area - *Advocacy, Research, Policy Mapping and Campaigning*. More information at [www.irmo.org.uk](http://www.irmo.org.uk).

### About the Role

As part of our Operations team, the Administrative and Finance Assistant will work closely with our Operations Manager and Director, playing a key role in supporting the healthy management of IRMO's day-to-day operations and finances.

The post-holder will be responsible for administrative tasks such as liaising with service providers and procuring office supplies, as well as supporting the development and implementation of IRMO's policies and procedures. They will also be responsible for bookkeeping and supporting the maintenance and monitoring of financial records in compliance with IRMO's Financial Controls Policy.



## Key Duties & Responsibilities

### Administrative Support

To ensure smooth day-to-day operations, the post-holder will be required to:

- Liaise with phone, internet, IT, printing, energy, water, stationery and other suppliers
- Handle repair and maintenance issues as and when they arise
- Undertake regular stock takes and order office supplies with approval from the Operations Manager or Director
- Support the development of organisational policies and procedures
- Support with recruitment and other HR processes
- Support the organisation of events and activities across the organisation

### Bookkeeping

To maintain and monitor IRMO's financial records, the post-holder will be required to:

- Invoice funders and partners, and monitor payments
- Manage the petty cash account
- Collect and file all income and expenditure transaction details
- Record all financial transactions into bookkeeping software and other databases as required
- Reconcile bank accounts and report any discrepancies
- Support the preparation of quarterly and annual accounts

### The post-holder will also be required to:

- Attend regular supervision sessions, staff and team meetings
- Undertake any other activities consistent with the purpose of the role, as directed by IRMO's Operations Manager or Director

## Person Specifications

E = Essential

D = Desirable

### Qualifications, Experience & Knowledge

- Bookkeeping or accounting qualification, or equivalent experience (E)
- At least six months of experience in a similar role (E)
- At least six months of experience working or volunteering in the non-profit sector (D)
- Demonstrable practical experience of bookkeeping (E)

- Experience working with and understanding of online financial software (E)
- Understanding of issues facing Latin American migrants in the UK (E)

### Skills & Abilities

- Excellent attention to detail (E)
- Highly numerate (E)
- Excellent organisational and time management skills (E)
- Excellent IT skills, including Google Workspace applications, Microsoft Office and databases (E)
- Good written and spoken communication skills in English (E)
- Good written and spoken communication skills in Spanish and/or Portuguese (E)
- Able to work collaboratively with other staff members (E)
- Able to work independently with minimal supervision (E)
- Able to handle confidential or sensitive information in accordance with internal policies and procedures (E)

### Personal Attributes

- A professional and positive attitude (E)
- Self-motivated and resourceful (E)
- A commitment to IRMO's mission, vision and values (E)

### HOW TO APPLY

To apply, please complete the application form, available [here](#), and send it by email to [recruitment@irmo.org.uk](mailto:recruitment@irmo.org.uk), including the title of the position for which you are applying in the subject line. **Please do not send CVs as we do not shortlist from CVs.**

Note the following key dates:

- The deadline to submit your application is the **30th of January 2022**. Late applicants won't be considered.
- Interviews will likely be held remotely during the week of the 7th of February 2022.

If you wish to discuss your application, please contact **Bruna Boscaini, Operations Manager**, at [bruna.boscaini@irmo.org.uk](mailto:bruna.boscaini@irmo.org.uk).

We wish you the best of luck with your application.