

# FINANCE ADMINISTRATOR/MANAGER

## JOB TITLE

Finance Administrator/Manager

## ANNUAL SALARY

£24,000-£30,000

## HOURS

Full time preferable but will consider part time (minimum 4 days) and flexible working

## CONTRACT

Maternity cover, one year contract with a view to become permanent

## LOCATION

North Finchley, London; home working with at least two office days per week.

## REPORTING TO

Chief Executive Officer

## BENEFITS INCLUDE

- All Jewish holidays PLUS additional holiday allowance
- Employee Assistance programme including access to 24 hour online GP service for employees and their family
- Training budget
- Hybrid and flexible working supported

## WHO WE ARE

University Jewish Chaplaincy supports students in 13 regions at universities around the UK. Our chaplains and chaplaincy couples are there for Jewish students of all backgrounds and affiliations. They provide a warm, vibrant, inclusive and inspiring Jewish environment with thousands of students benefiting every year from their pastoral, spiritual and practical support. Our goal is to give Jewish students – wherever they may be – access to a UJC chaplain.

## WHAT WE DO

University Jewish Chaplaincy works with students across the UK to enhance the Jewish student experience. We aim to create a warm, inclusive environment in which Jewish students of every background can live happy inspired Jewish lives. From offering a listening ear to running inspiring and engaging educational sessions; from being there in times of crisis to creating the familiar experience of Shabbat meals, our chaplains are uniquely poised to assist students when and where they need it most.

## WHAT YOUR ROLE WILL BE

This is an exciting opportunity to join our fast-paced head office team in London and help make a significant difference to Jewish student life on campus. The core focus of the role is on the efficient, day-to-day running of our financial operations supporting our campus Chaplaincy teams across the country. You will have daily contact with our campuses around the country, oversight of all the financial functions in the office, responsibility for our in-office financial management (alongside our consultant accountant), and lead on financial and fundraising-related administration. There are opportunities for direct contact with students, Chaplains, stakeholders and donors on a regular basis.

## YOU SHOULD APPLY IF

You are good with numbers and get quiet satisfaction from a well formulated excel spreadsheet, strong numeracy is important but financial qualifications are welcome but not required. You should have a sense of humour and think that helping support Jewish student life on campus is a good and great thing to do. Experience working in finance in the charitable sector would be a plus.

To apply for the position please email Michali on [michali@mychaplaincy.co.uk](mailto:michali@mychaplaincy.co.uk) for an application pack.

If you would like an informal chat to discuss the position please call or email Sophie Dunoff on 0208 343 5678, [sophie@mychaplaincy.co.uk](mailto:sophie@mychaplaincy.co.uk).

**Application deadline Wednesday 14th June 2023**

Applications accepted on a rolling basis

Preferred start date July/August with some flexibility

## FOR MORE INFO

For more information please visit [www.mychaplaincy.co.uk/about-us/job-opportunities](http://www.mychaplaincy.co.uk/about-us/job-opportunities)

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# JOB DESCRIPTION

JOB TITLE	FINANCE MANAGER
GENERAL OFFICE ADMINISTRATION	CRM management
FINANCIAL ADMINISTRATION	<ul style="list-style-type: none"><li>• Record and process income and expenditure; general banking</li><li>• Oversee payments of invoices, rent and expenses</li><li>• Assist in preparation of year-end accounts and statutory documentation</li><li>• Manage gift aid claims</li><li>• Assist with preparation of monthly management accounts and bank reconciliations</li><li>• Maintaining relationship with payroll, managing opening and final salary arrangements</li><li>• Oversee and process monthly employee expense claims</li><li>• Manage employee deductions</li><li>• Assisting the treasurer with the preparation of the organisation's annual budget</li><li>• Supplying the auditors with the necessary information for the annual audit</li><li>• Manage archiving and related administration</li></ul>
FUNDRAISING SUPPORT	<ul style="list-style-type: none"><li>• Financial and administrative support for fundraising</li><li>• Preparing data for mail-outs to donors</li><li>• Administrative support in running fundraising events and activities (shared duty)</li><li>• Assistance with preparing budgets for grant application and fundraising projects</li></ul>

## FOR MORE INFO

For more information please visit [www.mychaplaincy.co.uk/about-us/job-opportunities](http://www.mychaplaincy.co.uk/about-us/job-opportunities)

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# PERSON SPECIFICATION

REQUIREMENT	DESIRABLE	ESSENTIAL
<b>EXPERIENCE</b>		
Excellent time and workload management skills		✓
Strong IT skills including Excel		✓
Good written and verbal communication		✓
Previous experience managing financial systems	✓	
Previous bookkeeping experience (QuickBooks)	✓	
Previous experience of using a database (SalesForce)	✓	
Ability to work independently and as a team player		✓
Knowledge of Jewish community/faith/rituals/laws	✓	
Passion for helping Jewish students		✓
Shares University Jewish Chaplaincy's commitment to safeguarding and promoting the welfare of our service users	✓	
<b>BACKGROUND CHECKS AND A BASIC DBS CHECK WILL BE REQUIRED</b>		✓

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