

## Administration and Finance Officer

<b>Job Title</b>	<b>Administration and Finance officer</b>
<b>Responsible To</b>	<b>Chief Executive Officer</b>
<b>Conditions of Service</b>	<b>21 hours per week 25 days annual leave pro rata Public Holidays</b>
<b>Salary</b>	<b>£18,000 pro rata</b>

### ABOUT OBJECT

OBJECT is an award winning human rights organisation, founded in 2003, which challenges the sexual objectification of women and girls, and the mainstreaming of the sex and porn industries in the media and popular culture. We campaign and lobby against 'sex object culture' because of the harmful effects it has on the self esteem and aspirations of women and girls, and the negative impact it has on promoting the attitudes and behaviours associated with gender inequality and male violence.

We have been instrumental in changing the law on the licensing of lap dancing clubs and played a major role in changing the laws on prostitution. More recently, we were invited to present evidence at the Leveson Inquiry along with partner women's organisations with whom we continue to lobby for an end to discriminatory prejudicial reporting of violence against women, and for better regulation to restrict the objectification and sexualisation of women in the press.

[www.object.org.uk](http://www.object.org.uk)

### ABOUT THE ROLE

This is an exciting opportunity to play a crucial role in supporting the day to day running, as well as the development, sustainability and growth, of one of the leading feminist organisations in the UK dedicated to challenging the objectification of women and to ending all forms of commercial sexual objectification. In this role you will report to the CEO, as well as support the work of the Development Manager and the Campaigns and Policy Officer.

## **Main Purpose of this Job**

### **To assume responsibility for:**

1. Financial administration and inputting
2. Systems related to policies and procedures
3. General administration and tasks.

## **Main tasks and responsibilities**

### **1. Financial administration:**

- Be responsible for financial record keeping and administration - Ensure that all finances are properly administered and monitored in accordance with OBJECT's financial regulations and controls
- Prepare monthly financial reports for the CEO, Trustees and funders on income, expenditure, and any variations from budgets. Be prepared to provide this information as and when is needed
- Support the Treasurer in the provision of information for the estimates
- Be responsible for tracking petty cash, keeping appropriate records, and maintaining reconciliations
- Maintain bank records, perform bank reconciliations, and deal with the bank on all financial matters (e.g. changing salaries, changing authorisation codes, changing names on signatures etc.)
- Ensure that the payroll company manages payroll and provide any necessary information for them to do so
- Be prepared to undertake any other duties within the role as required

### **2. Systems: Reports, Policies and Procedures:**

- Ensure compliance with all regulatory requirements as relating to Company and Charity Law
- Be responsible for researching and helping put in place additional policies and procedures as needed
- Be responsible for annual returns and reports to Companies House
- Maintain records to meet legal and tax requirements, and to measure both the inputs and the outcomes of operations
- Be prepared to undertake any other duties within the role as required

### **3. General administration and tasks:**

- Be responsible for maintaining, and developing where necessary, the administration of office systems – paper and electronic (e.g. online file sharing systems such as Dropbox)

- Be responsible for carrying out, and helping develop where necessary, administrative systems such as records management
- Be responsible for updating master contact databases
- Be responsible for dealing with day to day IT queries and some technical requests (liaising with appropriate support services where necessary to do so)
- Be responsible for maintaining and updating the OBJECT calendar
- Organise team meetings, circulate agendas and take and circulate minutes
- Manage storage and post
- Organise the AGM
- Be responsible for the newsletter - with content input from other staff
- Work with the Campaigns and Policy Officer to update Facebook and other social networks with relevant information
- Be prepared to represent OBJECT on stalls or at events as appropriate
- Perform general administrative duties; postage, opening post, responding to emails, ordering stationery, maintenance of equipment, etc. as required
- Organise events or meetings as required
- Be prepared to undertake relevant training to improve competence and confidence in performance of role.
- Be prepared to undertake any other duties within the role as required

### **Person Specification**

- Commitment to OBJECT's objectives and values
- Excellent organisational and administrative skills including minute taking, data management and devising and implementing reporting systems
- Experience in developing and/or using financial databases and processes, including book keeping and record keeping
- Excellent computer literacy skills, including skills in Word, Excel, PowerPoint and Access databases
- Experience of organising events and meetings
- Good knowledge of the internet, web-functionality and social media

- Good written and verbal communication skills, and ability to respond tactfully and appropriately to enquiries from a range of individuals and/or groups
- Ability to work flexibly and to tight deadlines
- Understanding and experience of the voluntary sector
- Understand and experience of the women's sector
- Direct experience of the kinds of objectification experienced by women in our society.
- Willingness to attend events and to work outside of usual office hours where necessary (which can be claimed back in time off in lieu in accordance with the OBJECT overtime policy)
- Ability and willingness to carry out work from a home-based environment
- Knowledge of an accountancy package desirable but not essential

## HOW TO APPLY

To apply for the role of Campaigns and Policy Officer, please complete the Application Form and return it by email to [ido@object.org.uk](mailto:ido@object.org.uk). The deadline for applications is **Sunday June 10th**. Applicants must be available to attend an interview on **Thursday June 21st** or **Friday June 22nd** in central London. Late applications or CVs will not be accepted.

Candidates shortlisted for interview will be notified by **Friday June 15th**. If you have not heard from us by that time your application has been unsuccessful. Unfortunately, owing to limited resources we are unable to inform all applicants individually. For further enquiries about the role please email [ido@object.org.uk](mailto:ido@object.org.uk)

We look forward to hearing from you!