

Jesuit Institute – Administration & Finance Officer

JOB DESCRIPTION

Employer:	Jesuit Institute
Job Title:	Administration & Finance Officer
Salary:	£27,00-29,000
Reports to:	Director of Jesuit Institute
Budget responsibility:	Office Equipment, Basic Accounting, Book-keeping & Petty Cash, Assisting with Budget Projections and Tracking of Financial Performance
Line management responsibility:	None

ROLE SUMMARY

To support the effective administration and financial running of the work of the Jesuit Institute.

This post requires an individual who is professional, efficient, comfortable being a member of a team (most of whom work remotely) and who can ensure a steady completion of tasks in a timely manner. The ability to multi-task and balance a range of competing demands is essential in this position. The postholder needs to be able to manage their workload effectively mostly working remotely, ensuring that deadlines are met and work is completed accurately and to a good standard.

The ideal candidate for this job therefore needs to be a self-starter, resourceful, organised with attention to detail and a good warm communicator (particularly written and online) and problem-solver.

KEY DUTIES AND RESPONSIBILITIES

General Office Administration

- Use of MS Office (Word, Excel, Powerpoint, Outlook, Teams) and confident working on Zoom
- Undertake usual office tasks, such as creating and maintaining filing systems (currently on Sharepoint), keeping policies and procedures up to date e.g. managing data in line with mandatory GDPR requirements
- Assume responsibility for the contracts for and maintenance of office equipment, including team laptops and mobile phones etc.
- Maintain team personnel files, including tracking leave and sick days

Assisting with Financial Administration

- Accurate data entry, financial record-keeping (book-keeping and tracking of financial transactions using MS Access accounting software) for both the Spirituality and Schools Outreach teams
- Tracking information from Donor Box and cross reference with JI bank statements
- Processing Lloyds online payments as required

- Tracking gift aid payments
- Processing Spirituality and Schools teams expenses (including credit card expenses)
- Processing JI Volunteers honoraria payments and expenses claims
- Supporting Spirituality and Schools teams with invoicing and tracking invoice payments
- Basic financial tracking and analysis, producing financial reports as required (both for Curia Financial Officer and JI Director as required)
- Assisting with budget projections for annual budget submission, including annual 1:1 meetings with each team member to create projections for each workstream
- Assisting with strategic financial planning based on tracking donations and expenses against JI Programme offerings through the programme year (providing monthly reports on income & expenditure against the budget for both Spirituality and Schools Outreach teams)

Assisting with Spirituality Outreach & Schools Programme Administration

- Managing and regularly updating the Spirituality and Schools programme bookings spreadsheets
- Assisting with processing applications for 19th Annotation retreats and the Hybrid Exercises
- Offer general administrative support to the Spirituality team, the Schools Officers and Schools Ignatian Formators as required
- Assisting with JI Companions communications, tracking offers of volunteer time and Companions event bookings
- Monitoring email and responding to general queries from the public and programme participants, answering questions and providing assistance as required (or forwarding to the JI Director/Deputy Director when necessary)
- Contributing to effective liaison and information flow between remote-working JI team members, JI Companions/volunteers, other JI project teams (Pray as You Go/The Way), other Jesuits in Britain Works and the Curia Office Manager and Finance team
- Participating in regular Support Team meetings (in person/online) with the JI Director/Deputy Director and Communications Officer to develop and improve JI programme management and delivery
- Attend the twice monthly online JI team meetings and termly in-person team days

Support to JI Director & Deputy

- Work closely and proactively with the Director and Deputy Director to creatively contribute to the smooth running of the Jesuit Institute
- Assisting with JI Director's diary appointments, preparing papers for meetings, and keeping an up-to-date to-do list for the Director
- Organise meetings as required, ensuring coordination and effective communication with all attendees
- Take minutes at meetings as requested, ensure that action points are identified and communicated and that papers are correctly filed

Any other duties as may be reasonably required from time to time by your employer.

PERSON SPECIFICATION

All Jesuit Institute staff members are expected to demonstrate these **Core Competencies**:

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| 1. Professionalism | 5. High performance |
| 2. Collaboration | 6. Accountability & ownership |
| 3. Problem solving & decision making | 7. Purposeful & strategic approach |
| 4. Flexibility & adaptability | |

Technical Skills:	Essential	Desirable
Proficiency in MS Office with expertise in Microsoft Access, Word, Outlook and Excel	✓	
Experience in basic accounting, book-keeping, tracking of financial transactions using accounting software and basic budgeting	✓	
Experience with administrative duties in an office setting and remote setting	✓	
Superior organisation skills and dedication to completing projects in a timely manner	✓	
Able and confident setting up and working on Zoom/Teams calls	✓	
Personal Skills & Behaviours		
Exceptional communication skills	✓	
Ability to analyse and revise operating practices to improve efficiency		✓
Projects appropriate professional image at all times	✓	
Maintains polite and professional communication in person and via phone, video calls, e-mail and mail	✓	
Proactive, with the ability to respond positively to the unexpected	✓	
Flexible approach to change	✓	
Enthusiasm for the vision of the Jesuit Institute		✓