



Job Title: Finance and Operations Officer

Organisation: Runnymede Trust

Reports to: Director of Finance and Operations

Salary: £33,199 (FTE)

Location: Hybrid – one day a week in the office (if based in London), two days per month (if outside of London)

Hours: 0.5 FTE – 17.5 hours per week

Contract: Permanent

About Runnymede Trust

The Runnymede Trust is the UK's leading independent race equality think tank. For over 50 years, we have worked to challenge racial inequalities and create a more just and equitable society through high-quality research, evidence-based policy development, and public engagement.

Our work is grounded in the belief that racial justice is essential to a thriving democracy and a fair society. We work across a wide range of issues including education, employment, criminal justice, health, migration, housing, and economic inequality - centring the lived experiences and voices of racially minoritised communities throughout our work.

We combine rigorous research with advocacy, strategic partnerships, and influencing work to shape public debate and drive systemic change. Our work seeks not only to understand inequality, but to challenge the structures and systems that sustain it.

To support the delivery of our mission, we are guided by a set of core values that shape both our work and our culture:

- We're uncompromising on quality and evidence - producing rigorous, credible work that drives informed debate and meaningful change.
- Our work is rooted in care - centring humanity, wellbeing, and respect in how we work with communities, partners, and each other.
- We believe in the power of solidarity - recognising that collective action and collaboration are essential to achieving racial justice.
- We are thoughtfully courageous - willing to challenge injustice, ask difficult questions, and speak truthfully with integrity and purpose.

As an organisation, we are committed to anti-racism, equity, collaboration, and intellectual integrity. We strive to create an inclusive and supportive working environment where colleagues are empowered to contribute, develop, and make meaningful impact.

About the role

The Finance & Operations Officer is a key enabling role within The Runnymede Trust, supporting the effective day-to-day running of the organisation and working closely with the

Director of Finance & Operations to ensure strong financial administration and operational coordination across the organisation.

The postholder will provide practical support across finance, administration, operations, and organisational systems, helping to ensure the organisation operates efficiently, accurately, and in line with organisational policies and procedures. The role combines core financial administration responsibilities with wider operational and administrative support, requiring someone who is highly organised, reliable, proactive, and comfortable managing a varied workload in a busy and collaborative environment.

The role will support core financial processes including invoice processing, reconciliations, financial record keeping, budget monitoring, and maintaining accurate financial systems, while also contributing to the smooth running of organisational administration, internal coordination, diary management, and office operations.

Working as part of the organisation's enabling functions team, the Finance & Operations Officer will help ensure colleagues, projects, and organisational activities are well supported and that operational processes are delivered in a timely, collaborative, and effective way.

Key Responsibilities

Finance Administration & Financial Support

- Process purchase invoices, staff expenses, supplier payments, and other financial transactions in a timely and accurate manner.
- Ensure organisational income is accurately recorded, reconciled, and allocated appropriately across budgets and funding streams.
- Carry out regular bank reconciliations and support the maintenance of accurate financial records.
- Process journals, reconcile accounts, and support month-end financial processes.
- Support the Director of Finance & Operations with financial administration, reporting, audit preparation, and financial record management.
- Work with managers and the Project Manager to monitor project budgets, expenditure, and financial tracking across organisational projects and grants.
- Maintain organised financial documentation and filing systems in line with organisational and audit requirements.

Operations & Organisational Administration

- Support the smooth day-to-day operational running of the organisation through effective administrative and organisational support.
- Provide diary management and scheduling support for the CEO, including coordinating meetings, appointments, and organisational priorities.

- Manage shared organisational inboxes, responding to or distributing enquiries appropriately and ensuring timely follow-up.
- Support the coordination of meetings, internal events, and organisational activities including preparing documents, scheduling, and logistics.
- Assist with office administration, facilities coordination, supplier liaison, and general operational support.

Compliance & Ways of Working

- Ensure financial and administrative processes are delivered in line with organisational policies, procedures, and compliance requirements.
- Maintain confidentiality and handle sensitive financial, organisational, and personnel information appropriately.
- Contribute to a collaborative, inclusive, and values-led working culture aligned with Runnymede's mission and ways of working.

Person Specification

Experience

- Experience in a finance, operations, administration, or organisational support role, ideally within a charity, not-for-profit, public sector, or values-led organisation.
- Experience of processing financial transactions, maintaining accurate financial records, and supporting day-to-day finance administration.
- Experience of supporting organisational administration and coordination within a busy environment, with the ability to manage multiple priorities effectively.
- Experience of working with finance systems, spreadsheets, databases, and organisational administration systems.
- Experience of working collaboratively within a small team environment and providing flexible support across organisational functions.
- Part-qualified accountant, studying towards an accounting qualification, or equivalent finance experience gained through practice.

Skills

- Organisational and administrative skills with attention to detail.
- Ability to manage multiple tasks, prioritise effectively, and work accurately under pressure.
- Numerical and financial administration skills.
- Interpersonal and communication skills, with the ability to work collaboratively and professionally with colleagues and external contacts.
- IT skills, including Microsoft Office and experience using finance or CRM systems.
- Ability to work proactively, reliably, and independently while managing competing priorities.



- Ability to maintain confidentiality and handle sensitive information appropriately.

Knowledge & Understanding

- Understanding of good financial administration and operational processes.
- Understanding of the importance of effective organisational systems, coordination, and administrative support within a small organisation, ideally a charity.
- Commitment to racial justice and alignment with Runnymede's mission, values, and anti-racist approach.
- Commitment to collaborative, inclusive, and values-led ways of working.

Equity, Access & Inclusion

The Runnymede Trust is committed to creating an inclusive, equitable and supportive workplace where everyone is treated with dignity and respect. As an organisation dedicated to racial justice and social equity, we recognise that a diversity of backgrounds, experiences and perspectives strengthens our work, challenges our thinking and improves decision-making.

We particularly welcome applications from people from Black, Asian and racially minoritised communities, disabled people, LGBTQ+ people, people with caring responsibilities, people from different socioeconomic backgrounds, and others who are underrepresented within the charity, policy and research sectors. In our recruitment processes, we value the skills, knowledge, experience and perspectives that individuals can bring, particularly where these contribute to broadening representation and bringing insights that are not currently reflected within our organisation.

We are committed to ensuring our recruitment processes are accessible and inclusive. If you require reasonable adjustments at any stage of the process, please let us know.

We recognise that candidates may not meet every requirement in the person specification. If you are excited by the role and believe you can make a strong contribution to our work, we encourage you to apply.

This job description provides an overview of the role and may evolve over time in line with organisational priorities.