Job Description: Admin and Finance Officer

Hours: 16 hours per week (to be delivered across 2,3 or 4 days per week- to be discussed)
Salary: £21,000 per annum (full time equivalent)
Location: Working from home, with opportunity for face-to-face meetings

Organisation: ATE (Action Through Enterprise) is a UK registered charity and registered NGO in Ghana working to successfully reduce poverty in Lawra, Ghana. Co-founded in 2012 by the Chief Executive in post, this dynamic, fast growing, and well-respected charity requires a competent, detail focused individual to play a key supportive role within the team to help drive the organisation forward.

Role: Admin and Finance Officer is an exciting, brand-new position which will provide vital support to ATE's rapidly expanding operational and fundraising activities. Initially reporting directly to the Chief Executive and later to the Programmes and Impact Manager, the successful candidate will have responsibility for general and financial administration to facilitate the smooth running of the organisation, as well as providing support to senior staff. This role is an exciting opportunity to improve on existing organisational systems, enhance the efficiency of a small organisation, and ultimately make a real difference to the lives of people in rural Ghana. ATE has good administration processes in place but seeks a capable individual to enhance and streamline these to ensure that the organisation is performing to the very best of its ability. There is real scope to make positive change here.

This role is 16 hours per week, which will be delivered across 2, 3 or 4 days from home. We have a small team of highly enthusiastic staff and trustees who would love to regularly meet face-to-face with the successful candidate, if logistically convenient (we are based in Ramsbury, Wiltshire, an hour from London) - this role is a great opportunity to be a vital part of a dynamic team of change makers. There could be opportunity to increase areas of responsibility and hours worked in this role, for the right person.

Responsibilities

Overall enhancement and improvement of ATE administration and finance processes, specifically including:

Finance
- Bookkeeping (UK and Ghana)
- Managing payroll (UK and Ghana)
- Responsibility for incoming and outgoing monies including: paying invoices, coordinating expenses, banking donations and record keeping
- Coordinating the transfer of money between UK and Ghana
- Submitting gift-aid documentation to HMRC
- Implementation of accounting software
- Reporting against budgets

Project Support
- Inputting data from monthly reports
- Gathering and filing key project information

Fundraising Administration
- Management of fundraising platforms
- Creating fundraising reports
- Managing administration of events
- Communication with donors
- Writing and sending letters/emails to supporters using Mailchimp where appropriate
- Management and upkeep of database
- Management of email and website hosting system
- Support to the Senior Leadership team where needed

Person Profile

Essential
- An outstanding administrator with initiative and drive
- A multi-tasker who is able to prioritise under pressure
- Financially literate with bookkeeping experience
- An excellent knowledge of Microsoft Office (Teams, One Drive, Outlook, Excel, Access, Word and PowerPoint), WhatsApp, online cloud systems.
- Outstanding written and verbal communication skills

- A methodical and meticulous approach with excellent attention to detail
- Flexibility and adaptability to changing workloads
- Enthusiastic and results driven
- Experience of successfully working to and meeting deadlines
- The ability to get on with people and remain positive when facing challenges
- Ability to remain task focused when working remotely

Desirable
- An interest in poverty reduction and overseas development work
- Previous volunteer/work experience with a small charity
- Copywriting skills
- Social media experience
- Experience of website management (WordPress)
- Experience and enthusiasm for fundraising