



Finance & Administration Manager **FairSquare Projects**

Start date: Nov/Dec 2021

Location: London based with access to shared office space but with home-working option

Contract: 24-32 hours a week (precise working hours to be agreed), FTC up-to 24 months

Salary and benefits: pro rata £38,000-40,000 & 25 days paid holiday, pension contribution and flexible working options

Background

FairSquare Projects is a small not-for-profit organization that works with partners in the donor community to help prevent human rights abuse and promote accountability and the rule of law. We deliver credible and challenging research, working through a global network of experts that allows us to operate in multiple regions and languages. We work with partners including Open Societies Foundation, Porticus and Humanity United. We are currently delivering major research projects in areas such as migrant worker rights and fair recruitment. We carry out in-depth research in a range of different countries with consultants and partners. Our donors that support this work expect us to work in a highly professional, committed and organised fashion and so we require an experienced individual to support us in this work.

About the role

Our Finance & Administration Manager will be responsible for ensuring our organisation runs smoothly and compliantly. This key role will have responsibility for all day to day finance, administration and operations. We work with a number of different donors and in different countries. The role would be suited to someone familiar with INGOs and with donor requirements and reporting.

Our Finance & Administration Manager will be at least part-qualified and/or experienced in producing financial forecasts, budgets and reports. They will play a critical role in enabling the Directors and wider team to deliver our projects in an efficient and professional way, so they will enjoy the responsibility and challenge of organising and supporting others.

We are a small, hard-working and committed team and aim to collaborate in a positive and open way. The Finance & Administration Manager will be integral to maintaining this positive collaborative approach for everyone associated with FairSquare.

Location and Travel

The Finance & Administration Manager can work between home and/or from office space in London and will report to the Directors based in London. Communication may often be remote but the role will also involve regular meetings with other FairSquare staff, usually in the London area. The role may involve some occasional international travel in the future.

Main duties and responsibilities

- **Financial and budgetary:** Oversight of all financial procedures for FairSquare projects - Management and updating differing project budgets, designing appropriate financial management tools and ensuring compliance within the organisation, Financial forecasting, processing invoices, expenses and payments.
- **Donor reporting:** coordinating, compiling and drafting narrative and budgetary reports to project donors. Regular communication with donors and the FairSquare team to ensure all reporting requirements are met in a timely fashion.
- **Logistics:** assisting with project team travel arrangements, organisation of workshops, side-events and conferences, production of printed and online materials.
- **Administration and office management:** supporting directors with limited diary management, and office management including HR management, policy/process review and oversight

Experience and Skills

Essential

- Significant demonstrable experience in financial management including budget preparation, forecasting and financial reporting
- Excellent knowledge of Microsoft tools, particularly Excel, Google Sheets, and dedicated expenses and accounting software
- Experience in managing donor funded projects to strict requirements (*e.g. managing restricted v unrestricted funds, reporting against KPIs, negotiating required budget amendments*)
- Knowledge of HR, payroll and office facilities management
- Previous experience supporting managers and teams remotely or overseas
- Previous experience with an INGO or similar organisation

Desirable

- Financial qualification
- Interest in issues related to human rights
- Experience working flexibly from home or remotely

Personal qualities

Essential

- Keen attention to detail
- Flexible and pragmatic
- Manages work well under pressure
- Proactive, self-motivated and demonstrates initiative
- Comfortable working in an unsupervised environment on a daily basis
- Enjoys working as part of a diverse, international team

Application process

Please email a CV and short cover letter explaining your interest to contact@fairsq.org. Applications will be considered on a rolling basis.

Equal opportunity and diversity

FairSquare Projects is committed to equal opportunity and diversity in recruitment and employment. We value the differences that a diverse workforce brings to an organisation. We ensure that no job applicant receives unfavourable treatment on grounds of race, nationality, ethnicity, sex, age, disability, marital status, sexual orientation, religion or belief and should you require us to make any reasonable adjustments to the recruitment process due to any disability please let us know.