



Finance and Office Administrator – Role Description

The Talent Tap is a social mobility charity, and our vision is to change the lives of state educated students by giving them the work experience, support, and a network that they need to succeed in their chosen careers.

The Opportunity

We are a vibrant charity and growing fast, looking for a Finance and Office Administrator to support our team and charitable activities. It will be a self-starting role, responsible for all bookkeeping through Xero, payments, and credit control as well as general team admin and trustee meeting support.

Key responsibilities:

Bookkeeping

- Bank reconciliation in Xero including collating and uploading supporting documents
- All invoicing, reviewing aged debtors and keeping team informed for payment chasing
- Processing donations received including associated record keeping and Gift Aid
- Payments including charity overhead expenses, programme expenses, staff expense claims, student travel & subsistence payments (and all associated record keeping)
- Student bursaries including payment and associated record keeping
- Review of all income and expense codes post year-end to ensure allocated accurately under chart of accounts
- Report running for trustee meetings

Payroll

- Joiner and leaver administration
- Pension onboarding
- Monthly payroll and HMRC submission

Gift aid

- Collection of Gift Aid declarations
- Making Gift Aid claim via HMRC

Ad hoc financial tasks

- Dealing with financial queries from TT staff – e.g. detailed programme budgets, calculation of per diems etc
- Producing financial control procedures / documents as necessary
- Staff expenses

Operations / programme /admin tasks

- Completing DBS checks for new employees
- Reviewing insurance policy for appropriateness annually and renewing
- Office management including office supplies, postage, couriers etc

- General team administration
- CRM management, updates and tidying
- Generic communication management to all students through CRM and liaison
- All student payments
- Ad-hoc staff travel bookings

Clerk to Trustees

- Attendance at 4 trustee meetings per annum (usually after normal office hours)
- Trustee meeting diary
- Agenda and minute taking and circulation

Location & hours of work:

Office space in Winchester/Basingstoke. This is a permanent contract (subject to 6 month probationary period).

We are willing to consider a part time role of 4 days a week (30 hours)

Benefits:

- Automatic enrolment to workplace pension scheme with 3% employer contribution
- Part of a friendly team making a real difference in the social mobility space
- 28 days holiday (pro – rata) including bank holidays (with a discretionary break in December)
- Salary £30,000 FTE
- Flexibility. In-person time with the team is important and so we'd ask you to be in the office 2-3 days a week.

The application process:

Stage one: Send a copy of your up-to-date CV and a one-page cover letter outlining why you're suitable for the role to team@thetalenttap.com. **Include the job title in your subject line.**

Stage two: An informal 20-minute Zoom call with our Financial Director to answer some scenario-based questions, discuss the ins and outs of the role in more detail, and give you the opportunity to ask questions.

Stage three: A 45-minute formal interview via Zoom with our CEO, FD and one of our trustees.

If you need additional support with using Zoom/Teams for interview, then please do let us know what you need and where we can help make this accessible.

Closing date – Friday 3rd November.

Racial justice, inclusion, and diversity:

We are working towards a goal where our team fully reflects that diversity and difference in lived experiences. Our work is centred around combatting white privilege and racial injustice, and we work tirelessly to identify what else we can do to ensure that The Talent Tap is an organisation that fully embraces its responsibilities to tackle racism, gender discrimination and employment bias.

We know we operate in a charity sector that struggles with racism, we are fully committed to running a recruitment process that underlines our commitment to racial justice and wider inclusion and diversity. That means:

- A really broad search, reaching out through as many different channels as we can
- A selection process based on values, skills and competencies.

We want The Talent Tap to be a place where our individual differences and contributions are truly recognised and valued. We want to support people with disabilities and are fully committed to make any reasonable adjustments.