



**Global Partners
Governance**

Finance & Office Manager

**Global Partners Governance
Shoreditch, East London, E2**

Length of contract: Permanent, Full Time

Salary: £30,000-£35,000 depending on qualifications and experience, eligible for bonus scheme.

Global Partners Governance (GPG) works with parliaments, governments and political parties around the world to promote representative politics and effective governance. With over a decade's experience in more than 30 countries, GPG has developed a distinctively political approach to managing change and strengthening political institutions. In the effort to create more resilient, responsive and effective political institutions, we start with individuals, not institutional architecture. Lasting change, we believe, ultimately depends on understanding people and politics more than structure and process. For more on our work, see our website at

GPG is seeking to appoint a Finance and Office Manager to handle routine finances and office management related tasks for our London office. Reporting to GPG's Head of Operations, and working closely with our external accountant, the post holder will be responsible for day-to-day office and financial management of GPG ensuring that administrative activities run smoothly and efficiently. The job holder will be the first point of contact for the organisation, liaising with suppliers and providing administrative support to other staff.

The post would suit an experienced administrator who is at ease handling financial data.

GPG is committed to equality and diversity within our workforce and we encourage applications from all backgrounds, communities and industries.

Key responsibilities

Office Management

- Manage GPG's London office, including preparing and managing policies and procedures relating to office environment, managing office budget and resources and complying with legal requirements.
- Maintain HR records for all staff in line with GDPR and act as initial HR interface, including organising recruitment processes, providing induction training for new staff members, actioning monthly payroll, keeping training records, etc.
- Liaise with clients, Associates and suppliers, ensuring efficiency of support services (IT, finance, insurance, organisational memberships, etc.) and excellent supplier relationships
- Coordinate and support quarterly Board meetings
- Support corporate events, away days and team-building activities
- Line manage and/or supervise junior administrative staff/interns.

Finance Management

- Enter invoices to the accounting system (Xero) and act as the first point of contact for all finance queries. Once familiar with the system, train new staff in procedures and help with inquiries
- Set up payments for GPG's suppliers and raise invoices for GPG's clients
- Update and reconcile company's cashbook on a weekly basis
- Support Project Managers in preparation of project financial reports
- Maintain the petty cash and travel cash floats
- In coordination with the external accountant prepare regular financial reports for the use of senior management, including management accounts (with actual to budget comparisons) and cash flow forecasts
- Provide team members with financial support as and when required
- Assist with the external audit processes
- Liaise with the company's external accountant to continuously improve internal finance processes

Person specification

The successful applicant should have:

- 3-5 years' experience in a finance or administrative role. Experience of working in a consultancy or a project-based organisation would be an advantage
- Good understanding of standard financial reports (e.g. profit and loss, balance sheet)
- AAT (or equivalent) qualification and/or a degree in finance or a related subject would be an advantage
- Computer literate with excellent IT skills (especially MS Excel) and capable of learning new programmes/procedures quickly and accurately
- Attention to detail, with excellent time management and organisational skills and ability to prioritise among many tasks

- Solution-oriented approach to work issues
- Ability to work unsupervised
- Friendly and confident relationships with staff and clients at all levels

IMPORTANT

To apply for this position, you must apply via email (not LinkedIn profile) and include a cover letter with your CV outlining why you feel you are well suited to this position and send to

Applicants must have the right to work in the UK without employer sponsorship.

Deadline for applications: 23 September 2019 by 11.59 pm

Start date: As soon as possible (negotiable with individual applicants)

Terms and conditions

Length of contract: Permanent

Salary: £30,000-£35,000 depending on qualifications and experience, eligible for bonus scheme

Working hours: Full time

Holidays: 25 days' holiday (F/T) plus public holidays per annum