

Job Title: Finance and Administrative Officer
Contract type: Permanent
Reporting to: Finance Manager
Paid Leave: 25 days plus bank holidays
Salary: £25,000. Reward package includes pension.

About Sentebale

Sentebale works with disadvantaged children and young people in Lesotho and Botswana – which have the second and third highest prevalence rates of HIV in the world respectively.

The charity was founded by Prince Harry from the British Royal family and Prince Seeiso from the Lesotho Royal family and both Patrons are deeply passionate about the welfare of children, particularly those affected by the HIV epidemic.

Job purpose:

The postholder will provide support to the Finance Manager but will also have a range of responsibilities to ensure the smooth running of the UK office. This is a diverse role and it requires a strong ability to multi-task, a willingness and interest in getting involved with a wide variety of tasks, and a flexible level-headed attitude.

Key Responsibilities:

Finance

- ✦ Taking responsibility for finance processing which will include developing expertise in Xero
- ✦ Monitoring bank and credit card transactions and carrying out reconciliations
- ✦ Processing purchase and sales invoices
- ✦ Monitoring income and maintaining donations spreadsheet report
- ✦ Assisting with salaries and pensions
- ✦ Gift Aid returns

Administration

- ✦ Dealing with all enquiries via phone, email and letter
- ✦ Responsible for smooth running of office, including sourcing and managing suppliers and managing IT provision
- ✦ Building expertise in Salesforce (Sentebale's database) and taking responsibility for data entry
- ✦ Supporting the Executive Assistant as and when required e.g. drafting presentations, briefings, letters
- ✦ Maintaining a good working relationship with the Lesotho and Botswana offices, to ensure constant clear communication between the two offices.
- ✦ Any other duties as designated by the Chief Operating Officer and commensurate with the post

Fundraising

- ✦ Compose thank you letters, answer individual giving queries and prepare packs of information
- ✦ Support events through logistics, sponsorship support, drafting invoices and other ad hoc items

Person Specification:

Essential

- 🏹 Professional and confident with exceptional attention to detail
- 🏹 Excellent communication skills, written and verbal, at all levels
- 🏹 Ability to multi-task and problem solve with the ability to take the initiative and work to deadlines
- 🏹 Book keeping or finance experience including working with Xero
- 🏹 Proficient in Microsoft Office with experience in CRM systems, ideally Salesforce
- 🏹 Excellent networking skills and the ability to represent Sentebale face to face, by phone, at external events and donor cultivation events
- 🏹 Ability to work autonomously as well as with a team

Desirable

- 🏹 Interest in International Development
- 🏹 Experience of working in a development charity
- 🏹 Experience of working in a small team
- 🏹 Academic or professional accounting qualification preferred

Additional Information:

Hours of Work: Monday-Friday 9-5.30pm
Location: W1, London

To Apply

If you are interested in applying for this role, please submit your CV with a supporting cover letter which explains why you are suitable for the role to info@sentebale.org

Closing date

Wednesday 19th February at 17.00

First round interviews will take place on Friday 28th of February and the second round, final interviews on Wednesday 4th of March.

Please note: due to the anticipated volume of applications, if you have not heard from us by Monday 24th of February, you have not been shortlisted for the position on this occasion.

Work Permits

You need to have the right to work in the UK order to apply for this post; proof of this right will be required before any offer of employment is made.