



**LINK  
EDUCATION**

TRANSFORMING LIVES  
THROUGH LEARNING

## LINK EDUCATION INTERNATIONAL

<b>Job Title</b>	Finance and Admin Officer (Fixed Term to 31 <sup>st</sup> March 2024– Maternity Cover)
<b>Salary</b>	£24,146-£27,486 depending on experience (pro rata)
<b>Hours</b>	Part-time/flexible (21 hours - negotiable)
<b>Accountable to</b>	CEO
<b>Location</b>	Central Edinburgh/hybrid

### ABOUT LINK EDUCATION INTERNATIONAL

Link Education is a family of not for profit organisations working together to improve the futures of people living in some of the most marginalised communities in the world.

Our work across rural areas in Ethiopia, Malawi, and Uganda brings hope to vulnerable communities, helping them become more resilient and escape the cycle of poverty. We focus on raising standards of teaching and learning in schools, as well as building life skills and promoting inclusion for the most marginalised. We're working towards a world where all children have access to good quality education, giving them a strong foundation to build a brighter future.

Link Education International based in Edinburgh, Scotland supports project, fundraising, finance and governance activities in our partner countries. In depth information about us and our work can be found on our website at: [www.linkeducation.org.uk](http://www.linkeducation.org.uk)

### JOB PURPOSE

As part of the Link Education International team you will provide first line administration support to the Link team and be the first point of contact for enquiries ensuring the delivery of a high quality, efficient and accurate financial and general administration function.

### INDICATIVE AREAS OF KEY RESPONSIBILITIES

#### Admin & communications

- Manage office and administrative systems for the Link team including: first-line IT support (Office 365), insurance, Health and Safety, building management, and supplier management
- Develop and manage the admin budget
- Maintain Link policy tracker and staff training log
- Maintain Link filing systems – both soft and hard systems ensuring compliance with GDPR
- Support recruitment processes and associated HR admin
- Provide secretarial support to the Board and Committees including managing Board and Committee schedules, ensuring papers are issued on schedule and ensuring production of minutes in a timely fashion
- Support internal and external communications and be the first point of contact for incoming enquiries
- Ensure Link website content is up-to-date, relevant and accessible e.g. with blogs, news, programme updates.
- Manage Link email account and ensure communications are dealt with promptly and professionally

- Run social channels on a day to day basis, responding to queries as necessary
- Maintain careful and pro-active stewardship of recurring donors, school sponsors and other public supporters (respond to enquiries, keep updated and thank when appropriate)

### **Finance**

- Update income and expenditure bookkeeping using QuickBooks
- Undertake monthly period-end reconciliations for all bank accounts, including the credit card
- Support the Finance Manager in the production of quarterly finance reports and annual statutory accounts
- Manage the schedule of pre-payments and accruals, reconciling on a monthly basis
- Administer payments including international bank transfers
- Ensure that cash or cheques are banked within one working week and accurately recorded on QuickBooks
- Manage and act as administrator for online giving platforms including CAF, BBMS, Virgin Money Giving and PayPal
- Ensure that all donations are acknowledged (e.g. thank-you letters) within five working days of receipt
- Ensure that incoming donations are correctly recorded in the database and accounting system
- Process Gift Aid claims

## **PERSON SPECIFICATION**

### **EXPERIENCE AND QUALIFICATIONS**

#### ***Essential***

- Experience of working in a similar role in a small business or charity
- Computer literate with advanced knowledge of Microsoft Office 365 including administrative role
- Experience of devising and delivering effective processes and procedures associated with the management of an office
- Experience of book-keeping and reconciliation in a computerised accounting system
- Support for meetings including scheduling, room bookings, minute taking and other related tasks

#### ***Desirable***

- Holds accredited Finance or administration qualification (e.g. AAT)
- Experience of using QuickBooks financial software
- Experience of using CRM e.g. eTapestry
- Experience of working in the not for profit sector
- Experience of developing and curating social media content

### **SKILLS AND ATTRIBUTES**

#### ***Essential***

- A positive and 'can do' approach to all areas of work
- Ability to work effectively and flexibly, under pressure, to tight deadlines
- Excellent communication skills, both written and oral
- Highly organised and efficient with an ability to work systematically and to deadlines
- Excellent interpersonal, negotiation and communication skills, including experience of managing suppliers
- Ability to work on own initiative and seize opportunities
- Ability to manage competing priorities and handle multiple tasks
- Commitment to upholding the highest standards in child and adult safeguarding

- Ability to work independently and with minimum supervision
- Commitment to anti-racism

***Desirable***

- Working knowledge of charity finance and fundraising regulations and guidelines
- Working knowledge of GDPR

## **APPLICATION NOTES**

- Please send a completed application form and equal opportunities monitoring form to [info@linkeducation.org.uk](mailto:info@linkeducation.org.uk) with the subject line "Finance and Admin Officer".
- The application and equal opportunities forms are available at: <https://linkeducation.org.uk/work-with-us/>
- Please note the application form requires references that support a candidate's experience of and/ or suitability to work with children and successful candidates will undergo basic DBS checks in line with Link's Child Safeguarding and Vulnerable Adult policy.
- You must have the right to work in the UK.
- The closing date for applications is **9 a.m. Monday 6 February 2023**.
- Only shortlisted candidates will be contacted and interviews will take place **w/c 13 February 2023**.
- LEI undertakes to ensure that the most suitable candidate for each post is selected on the basis of their relevant merits and abilities. No applicant will receive less favourable treatment or consideration on the grounds of sex, marital status, age, colour, ethnic or national origin, disability, sexual orientation, religion or belief, responsibility for dependents or is disadvantaged by any conditions of employment or requirements which cannot be justified for operational reasons.