

UACES
Idea Space
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Finance Officer (0.2 FTE – 7 hours per week)

This post involves keeping the UACES books up-to-date, processing invoices and bills, assisting with financial reporting, running payroll, and monitoring the Association's bank accounts.

About UACES

Established in 1967, the University Association for Contemporary European Studies (UACES) is an academic association and a registered charity. UACES has over 1000 members (typically academics and postgraduate students) who are occupied with the study of contemporary Europe. The membership is international, with most based in Europe. The UACES team works in a hybrid format. The Finance Officer role will be entirely remote. The Finance Officer will be expected to work 7 hours per week, ideally 3.5 hours twice per week. The appointed candidate will work as part of a small team alongside 4 other staff members.

The **main activities of the UACES office** fall into the following areas:

- (i) The organisation and promotion of the Association and its activities in the UK and abroad
- (ii) The organisation, sponsorship, and promotion of events including both residential and non-residential conferences
- (iii) The maintenance of a membership database
- (iv) The publication of in-house information resources, including a regular newsletter, a blog and the UACES website
- (v) Administrative support for the *Journal of Common Market Studies*, *Contemporary European Politics* and other UACES publications
- (vi) Support for the development of European Studies in universities in the UK and abroad and the development of increasing links with other organisations including the media

Post Description

The appointed candidate will have responsibility for:

- Keeping the UACES books up to date using Quickbooks
- Routine processing of bill payments and staff and trustee expenses
- Routine processing of customer invoices and receipts
- Chasing debtors and ensuring UACES pays its grantees in a prompt manner
- Access to the UACES bank accounts for the processing of payments
- Reconciliation of bank accounts and UACES credit card accounts
- Working with the Executive Director in the preparation of accounts for UACES trustee meetings
- Working with the Executive Director and Independent Examiners to prepare the annual accounts for the Charity Commission
- Running payroll for both weekly and monthly salaries
- Reporting PAYE to the HMRC and ensuring timely payment of PAYE and NICs
- Reporting to the UACES pension scheme to ensure contributions are paid correctly and on time
- Ensuring members have access to payment systems, via Stripe and Paypal

The post may involve occasional travel and work during out-of-office hours (for which time -off in lieu will be offered).

Operating in a small team, it is expected that there will be occasions when it is necessary for all staff members to assist colleagues with tasks that are outside their core job description.

The office uses Office 365. The Finance Officer will be expected to use Quickbooks. Experience in these software packages is essential.

Person Specification

This table lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted on the extent to which they meet these requirements.

E – Essential: Requirements without which the job could not be done

D – Desirable: Requirements that would enable the candidate to perform the job well

Competency	Evidence	E / D
Education	Financial Qualification (eg ICB certified bookkeeper) A high level of written and verbal communication skills	D E
Financial Skills	Experience of bookkeeping for a small organisation Experience of assisting with end of year accounts for a small organisation Experience working in the charity or membership sector Experience running payroll and reporting to HMRC	E E D D
Character	Ability to manage access to UACES bank accounts in an appropriate and honest fashion Ability to manage payroll and colleagues' personal information in a professional and confidential manner	E E
Computer literacy	Ability to use Microsoft Office Experience using Quickbooks Online	E E
Time management	Ability to deliver to deadline Able to manage own time and self-motivate whilst working from home	E E
Team work and motivation	Ability to work in a small but active team Ability to communicate effectively with colleagues on a remote basis	E E
Initiative and problem-solving	Ability to act on own initiative	D
Flexibility	Willingness to travel and work during out-of-office hours (very occasionally) Preparedness to assist colleagues with their duties, when required	E E

Further particulars

Normal working week will be 7 hours – ideally split as 2 x 3.5 hours per week.

Responsible to the Executive Director, UACES Officers and Trustees

Salary will be £28,000 (pro-rata = £5600 per annum).

The annual leave entitlement is 31 days (pro-rata = 6.5 days) per annum. It is obligatory to take leave in the gap between Christmas and New Year. This holiday allowance is in addition to public holidays.

If eligible, the employee will be automatically enrolled in a pension scheme with NEST. UACES will pay 10% of the employee's salary into a personal pension on top of a 5% employee contribution (i.e. if the employee contributes 5% of their salary into their pension, UACES will contribute 10% - the UACES contribution is not deducted from salary).

Termination of the appointment is subject to one month's notice on either side.

Recruitment process

Please complete the application form available at: <https://form.jotform.com/233111733843349>. Please ensure that you have also attached your CV to the application. The deadline for applications is 23.59 on 8 December 2023.

Shortlisted candidates will be contacted by Wednesday 13 December 2023 and interviews held on Monday 18 December 2023 (remotely). Candidates must be available to attend a remote interview on 18 December.

The expected start date for the appointment is 2 January 2024, subject to the successful candidate's notice period.

If you wish for an informal discussion of the post, please contact Emily Linnemann at UACES, tel. +4420 4524 4291.