



# **Finance and Operations Officer London Office**

## **Recruitment Pack**



## July 2024

Thank you for your interest in the post of **Finance and Operations Officer, London** at the Rank Foundation. In this Information Pack, you will find the following documents:

- Letter to applicants from David Sanderson, CEO
- Job description, person specification
- How to apply and recruitment timetable

The job description describes the main responsibilities of the post; the person specification relates directly to the job description and is a list of the skills and experience that we consider necessary for the post. Please read these documents carefully. The applicants who fit the person specification most closely will be shortlisted for interview so please make sure you tell us everything relevant to your application in your CV and covering letter.

The Rank Foundation is committed to a policy of equal opportunities, and we ensure that all applicants are treated fairly and equally.

Dear Applicant,

Thank you for your interest in the newly created role of Finance and Operations Officer.

The Rank Foundation works in communities across the UK to encourage leaders, develop entrepreneurial mindsets and form strong networks that enhance communities. At the heart of the Foundation, is our supportive Network of over 1,200 leaders working in communities across the UK. Together, they learn, share and connect to tackle society's challenges. We build deep and lasting relationships of support with our Network, going beyond traditional funding to relational philanthropy based on mutual respect, trust and empathy. Inspired by the faith of our founder, we care about the people and communities working with us for social good. We believe in their collective power to make a difference.

We're seeking a Finance and Operations Officer to join our dedicated team in Shoreditch. The post holder will be at the heart of our operations, ensuring smooth financial management and supporting meaningful initiatives. As a Finance and Operations Officer, you will process payments, invoices, expenses, and grants, assist with event organisation, provide administrative support to our trustees, and support with the administration of some of our flagship programmes. If you are a passionate finance professional with strong operational skills and look to make an impact in the philanthropy and social sectors, I encourage you to apply.

The position is offered on a full-time permanent basis based in our office in Shoreditch, London, and we hope the postholder to start in late Summer / early Autumn.

We hope our Information Pack inspires you to pursue your application. If you want to know more about the role, please email [recruitment@rankfoundation.com](mailto:recruitment@rankfoundation.com). For further information please visit the website at [www.rankfoundation.com](http://www.rankfoundation.com).

If you feel you may require additional assistance during the recruitment process please do let us know.

We very much look forward to meeting you.

A handwritten signature in black ink, appearing to read 'David Sanderson', written in a cursive style.

David Sanderson

CEO

## ROLE PROFILE – Finance and Operations Officer

Salary - £32k - 34k

<b>Job Title</b>	Finance and Operations Officer
<b>Job Reports To</b>	Business Support Manager with a dotted line to Senior Finance Officer
<b>Business Unit</b>	Finance and Operations
<b>Dimensions of Role</b>	Full time – 35 hours per week London, Shoreditch, Office based
<b>Working Relationships</b>	<ul style="list-style-type: none"> <li>• With the Finance, Executive and Operations teams</li> <li>• With those we support, within the Fellowship and the Rank network.</li> </ul>
<b>Date Completed</b>	July 2024
<b>Purpose Statement</b>	The Finance and Operations Officer will support the day-to-day management of finance and operations of the Foundation.
<b>Key Accountabilities</b>	<p>Finance:</p> <ul style="list-style-type: none"> <li>• Processing payments, invoices, expenses, and grants, by entering data into accounting software (Xero) ensuring accuracy and integrity of payment runs</li> <li>• Monthly reconciliation and review of Garden Walk co-working invoices and credit notes</li> <li>• Keeping financial records organised and easy to access</li> <li>• Reconciling bank and other ledgers monthly</li> <li>• Preparing VAT returns for review</li> <li>• Handling petty cash and reconciling on a monthly basis</li> <li>• Additional bookkeeping duties as designated by Senior Finance Officer</li> </ul> <p>Organisational Administration:</p> <ul style="list-style-type: none"> <li>• Support with GDPR and Data Protection compliance. (No previous experience required. Training will be provided)</li> <li>• General administrative support for the Foundation including front of house cover as/ when required</li> <li>• Support with the implementation and follow up actions of management plan</li> </ul>

	<ul style="list-style-type: none"> <li>• Support with shared inboxes &amp; VOIP accounts for the Foundation</li> <li>• Assist in the organisation and running of any RFL events (e.g. School Leadership Award, Fellowship, conference, etc.)</li> </ul> <p>Trustee and routine governance support:</p> <ul style="list-style-type: none"> <li>• Provide any routine administrative support for trustees and refer matters to managers and executives as appropriate.</li> <li>• Support with compiling, proofreading and distributing executive reports</li> <li>• Planning RFL annual governance schedule of meetings</li> <li>• Support with meeting preparations/ minute taking as/when required</li> <li>• Support with policy reviews</li> </ul> <p>Fellowship &amp; School Leadership Award Administration Support:</p> <ul style="list-style-type: none"> <li>• Support the administration of the School Leadership Award programme and the Fellowship as directed by the line manager (grant applications on Salesforce, grants letters, welcome packs, payments, etc.)</li> </ul> <p>This job description is not necessarily an exhaustive list of tasks but is intended to reflect a range of duties the post-holder will perform</p>
<p>Skills, Knowledge &amp; Expertise</p>	
<p><b>Knowledge Qualifications &amp; Experience</b></p>	<ul style="list-style-type: none"> <li>• AAT Level 3 qualification or equivalent</li> <li>• Experience in accounts payable and accounts receivable duties with data input, preferably with experience of Xero or similar accounting software. ((essential)</li> <li>• Experience as an administration officer or similar role</li> </ul>
<p><b>Essential Skills/ Abilities</b></p>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills and ability to communicate with confidence, tact and clarity with a range of individuals and groups in a variety of settings, including phone, video call, face to face, and email</li> <li>• Excellent IT skills - advanced user of full Microsoft Office suite, and experience of working with databases/ CRM, (eg: Salesforce, Nexodus etc) (training will be provided if required)</li> <li>• Excellent organisational and prioritisation skills</li> <li>• Ability to maintain confidentiality</li> <li>• Meticulous accuracy and attention to detail</li> <li>• Adaptable, versatile, and proactive</li> <li>• Ability to work positively with a wide range of individuals</li> <li>• Ability to work independently, flexibly and to tight deadlines</li> </ul>

	<ul style="list-style-type: none"> <li>• Self-motivated, with strong customer service skills</li> <li>• A team player, willing to support colleagues in a small staff team</li> <li>• Demonstrable interest in the philanthropy, education, and social sectors (desirable)</li> </ul>	
<b>Key Leadership Behaviours</b>		
<b>Heading</b>	<b>What do we mean</b>	<b>Leaders of Self</b>
<b>Team Work</b>	Promote an environment with a strong mission focus, a sense of unity, common purpose and mutual support.	<ul style="list-style-type: none"> <li>• Seek help from others when needed.</li> <li>• Offer help and support when capacity / demand allows.</li> <li>• Adopt a 'can do' attitude with regards to organisational need: what needs to be done and can I help?</li> </ul>
<b>Stronger Together</b>	Create and sustain an open, collaborative environment, harnessing the collective strength of the foundation to achieve as much as we can: raise the bar and reach new heights.	<ul style="list-style-type: none"> <li>• Adapt my behaviour to be more effective with different people?</li> <li>• Think: how can I help to improve what I do and how I do it?</li> <li>• Contribute ideas, thoughts and suggestions on positive improvements.</li> <li>• Be sensitive to the needs of others</li> </ul>
<b>Be Professional</b>	The Rank Foundation should strive to act as thoroughly professional in all aspects of what we do: internally and externally.	<ul style="list-style-type: none"> <li>• Be mindful of the welfare issues and needs of others.</li> <li>• Take responsibility for your work, ensuring attention to detail.</li> <li>• Be consistent, be punctual, be timely</li> </ul>
<b>Leadership &amp; Enterprise</b>	Be mindful of Rank's current strategy in all that we do.	<ul style="list-style-type: none"> <li>• Can I take a more leading role in developing my work in support of the foundation?</li> <li>• How can we improve what we do and how we support our organisations?</li> </ul>
<b>Distinctive &amp; Transparent</b>	Recognise and value Rank's distinctive approach, to share our experiences, successes, and failures in an open and productive way	<ul style="list-style-type: none"> <li>• Be open and honest with colleagues and those we support.</li> <li>• Communicate clearly: with care and consistency.</li> </ul>
<b>Proud of our past, focused on the future</b>	Value the strong family ethos that has shaped our past but remain firmly focused on current and future challenges, adapting to meet the changing needs of society, proud of what we do and how we do it.	<ul style="list-style-type: none"> <li>• Be flexible. Recognise and value the fact that 'needs' change and embrace the opportunities this presents.</li> <li>• Be dynamic. Challenge convention: try to think differently about what you do and how you do it.</li> <li>• Be professional: maintain the highest of standards</li> </ul>
<b>Demonstrate our social ethos &amp; seek to add value</b>	Learn and Share. Communicate better, within the organisation and beyond. Seek to harness the	<ul style="list-style-type: none"> <li>• What aspects of my work could help or assist with RankNet?</li> </ul>

<b>through knowledge &amp; networks</b>	power of a growing network: to enrich, enable and inspire. Demonstrate our passion and authenticity with regard to key and relevant social issues.	<ul style="list-style-type: none"> <li>• How can I contribute by adding value to our work?</li> <li>• Can I do more to better understand our work and our role in supporting organisations to fulfil their mission.</li> </ul>
<b>Seeks to increase impact through our engaged approach</b>	Value partnerships and collaboration. Practice what we preach, both internally and externally. Help to develop our 'engaged approach'. Ask the question: does this add value to our work? If so, how? If not, why not?	<ul style="list-style-type: none"> <li>• Do I understand my role in the wider organisational plan? If not, seek clarity or further guidance.</li> <li>• Keep my colleagues informed as to progress on key issues, projects or concerns as they arise.</li> </ul>
<b>Be yourself – maximise your contribution</b>	Understand and value your role in the organisation: how can you contribute to mission success with your individual passion, knowledge and commitment? How can we help you to do this better?	<ul style="list-style-type: none"> <li>• What do I need to do to improve my performance?</li> <li>• What do I need to be more effective in my current post?</li> <li>• What can I do more to help Rank achieve its mission?</li> </ul>

## Management Matrix

Business Support Manager (BSM)  
Senior Finance Officer (SFO)

Manager Responsibility	BSM	SFO	Comments
Lead Manager	x		HR, Leave etc
Finance Manager		x	Lead in BSM absence. Liaise with BSM on routine matters
Appraisal of employee	x		
Appraisal of employee (finance related element)		x	
Technical skill performance & development of employee	x	x	To reflect formal periods allocated to each 'workload – responsibility'
Managerial development training (to be reviewed during appraisals)	x	x	
Recruitment process. Including long-listing and short-listing	x	x	
3 month review of post with SMT	x	x	

## **How to apply and recruitment timetable**

If you would like to apply, **please state the role you are applying for** and send your **CV together with a supporting statement no longer than 2 sides of A4** that clearly demonstrates how you meet the knowledge, skills, and experience requirements of the role to [recruitment@rankfoundation.com](mailto:recruitment@rankfoundation.com)

The important dates for you to note in the recruitment timetable are highlighted below for your diary.

**Closing date for applications:** 5pm on Friday 2<sup>nd</sup> August 2024

**Interviews:** In-person London, 14<sup>th</sup> August 2024

If you would like to have a chat about the role or require any support through the recruitment process, please contact: [recruitment@rankfoundation.com](mailto:recruitment@rankfoundation.com)

**May we take this opportunity to thank you for your interest in the Rank Foundation and for your time in considering applying to work with us.**