

peas



Finance and Admin Assistant/Officer Candidate Pack

Our Mission

To expand access to sustainably delivered quality secondary education across Africa

www.peas.org.uk

About us



We are PEAS. We are a fast growing not-for-profit with the mission to expand access to sustainably delivered quality secondary education across Africa.

We do this in three ways:

PEAS Schools – For the past fifteen years, we have operated 36 high quality, inclusive secondary schools in hard-to-reach areas: 30 in Uganda and 6 in Zambia, educating more than 15,000 young people, 53% of which are girls.

PEAS Partner Schools – We support 14 basic government schools in the Upper West region of Ghana to strengthen school improvement, in partnership with a local community-based organisation. These schools educate more than 2,200 children and young people, 51% of which are girls. We are looking to grow this programme later this year.

PEAS Government Partnerships – Drawing on our practical experience, we work in close partnership with the government in all 3 countries to incorporate contextualised best practice and learning from PEAS Schools and PEAS Partner Schools into government schools and systems to ensure as many young Africans as possible can benefit from a relevant and high-quality basic and secondary education. We are working with over 300 government schools across the 3 countries.

Our new strategy is focused around a period of rapid growth. During this period, we aim to grow our school networks to double their size, launch in a new country and expand our wider impact by strengthening education systems. To be achieve this, we need to be working as efficiently and effectively as possible. We are looking for a finance and admin assistant/officer that can help us do this so that we can work towards achieving our exciting and challenging ambitions.



The Opportunity



As Finance and Admin Assistant/Officer, you will be a key support to the Global Senior Finance Manager (GSFM) in delivering strong financial management objectives, whilst ensuring the effective functioning of the UK team. You will support the Global People and Culture Lead in HR and governance to ensure that we have the right systems to support our people and organisation.

Role and department	Finance and Admin Assistant/Officer, Operations
Role purpose	Supporting with the administration of finance and people and culture for PEAS UK, leading in the smooth operations of the PEAS UK office whilst providing instrumental support to the GSFM in delivering team objectives.
Contract	Permanent on a part- or full -time basis 3 days (0.6 FTE)- 5 days (1.0FTE) a week
Compensation	Compensation is £25-30K based on experience (compensation will vary according to level of experience and level of FTE)
Location	We offer a blended style of working with 3 days working remotely from your home and 2 days a week in our office in London (currently based in Borough)
Start date	We can be flexible on the start date for the right candidate but ideally we would like the role to start asap.

To be successful in this role, we are looking for an individual who is a go-getter, has experience in finance administration and strong people skills. This is a great role for an individual who is looking for a dynamic role to take lead in.

We welcome applicants from varied backgrounds, you do not necessarily need to have a financial qualification but must have experience in bookkeeping and strong with numbers, a keen eye for detail, be numerate, and a quick learner. We also offer flexibility in working patterns.

Working at PEAS

No matter what the role, team, context or country, we are all guided by our values, intrinsically motivated and energetic. We work collaboratively across functions, facing the challenges of balancing access, quality and sustainability together to deliver the best quality outcomes for students.

- Have impact - opportunity to really stretch yourself and contribute to having real impact in improving the life chances of all children through educational opportunity.
- Part of the PEAS Pod - joining a small team who are extremely effective, proactive, supportive and values aligned
- Collaborative cross-organisation working style - enables employees to develop skills and knowledge outside of their core role
- Flexible working – Typical flexible working options can include working from home and/or flexible hours and we are open to discuss any possible flexible options with employees.
- Annual leave - 28 days for full-time employees, pro-rata for part-time plus bank holidays
- Pension - Eligible employees are auto-enrolled into PEAS contribution-based pension scheme with up to 6% matched employer contributions
- Wellness and wellbeing – Employees have immediate access to an employee assistance programme (EAP) through Health Assured. The EAP provides access to both proactive and reactive wellness and wellbeing services to you and your immediate family 24hrs a day, 365 days of the year.

Responsibilities of the Role



Finance (approximately 50% of time)

- First point of contact for external/internal queries on day-to-day finance
- Enter all transactions on our online accounting software, Xero
- Process all invoices, bank and company credit card payments, expense claim forms, ensuring that they have been correctly authorised
- Process bank and company credit card reconciliations
- Set up transactions via online banking
- Prepare bank reconciliation statements and clear reconciliation items within 1 month
- Produce monthly budget reports including variance analysis
- Monitor and maintain all financial records and data accurately and within agreed procedures
- Create and submit Payroll/Pension/CCV to external providers (monthly)
- Complete gift aid administration and submission twice a year
- Support GSFM with managing and monitoring suppliers i.e. liability insurance
- Support in the preparation of budgets for funding proposals; ensuring that all relevant costs are included
- Support the GSFM with the external audit and annual planning process through coordinating and collating information requests and answering queries
- Admin support where needed for finance projects

People and Office Administration (approximately 40% of time)

- Manage info and finance email inboxes, incoming post etc.
- First point of contact for internal queries – travel, expenses, office, payroll, hybrid working etc.
- Manage day to day relationship with office premise and when necessary, support with research, prep and management of office moves
- O365 administration and other portals – password resets, new users, access levels etc.
- BreatheHR administration
- General oversight and administration of PEAS HR SharePoint holders
- Maintaining up to date templates, policies, procedures on shared system – SharePoint
- Low level IT equipment support – troubleshooting and arranging repairs etc.
- Oversee order and set-up of new equipment
- Maintaining and tracking of UK office asset register and equipment purchasing
- Support in updating PEAS policies and processes and disseminating any changes to employees.
- Support in the planning and coordination of team events such as team meetings, learning and development sessions and off-sites.
- Assist in recruitment and onboarding processes i.e. processing applications for shortlisting, interview preparation to include booking virtual or in-person interviews, room bookings and overseeing correspondence with applicants
- Support with onboarding processes to include inductions, training and equipment setup
- Support with contract development/amendments for new hires and consultants and existing employees
- Scheduling calendar of events for the year incl. team days, board and FARC meetings, GST and UK offsites
- Supporting performance review processes as needed, including filing of ADPR forms for each employee

Senior Management Team Support (approximately 10% of time)

- Lead on organising Senior Management Team travel and conference attendance arrangements
- Support CEO with diary management
- CEO admin support where needed

The above list provides a framework of responsibilities but should not be viewed as a definitive list, there may be other reasonable responsibilities required aligned to the role.

Who we are looking for



Has

- ✓ Educated to degree level or equivalent work experience
- ✓ Strong experience in financial administration – including bookkeeping
- ✓ Strong numeracy skills and accuracy
- ✓ Experience of using accounting software (Xero in particular would be a plus)
- ✓ Proven wider administration experience
- ✓ Good command of Microsoft Excel
- ✓ Genuine people skills – understands the importance of people and culture in delivering organisational goals

Can

- ✓ Successfully communicate both verbally and in written form to technical and non-technical audiences
- ✓ Confidently uses O365 suite effectively
- ✓ Manage time effectively and highly organised - able to prioritise and deliver work on time
- ✓ Remains focused while dealing with complex data-entry

Should be

- ✓ Values aligned and passionate about improving the life chances of all children through educational opportunity.
- ✓ Collaborative not competitive - interpersonal and communication skills to build relationships with peers across multiple departments across multiple countries of operation
- ✓ Entrepreneurial, challenging the status quo of ‘this is how things are done’ and be open and proactive to find solutions and trying new ideas to deliver impact
- ✓ Adaptable, approaching uncertainty with positivity and resilience
- ✓ Egoless – prepared to get stuck in

How to apply

To apply, please click on the link [here](#) to complete the application form and attach your CV. The closing date for **ALL** applications is **Friday 15th March at 1700hrs UK time.**

We will review and shortlist applications on a rolling basis and may close the application process sooner than the date specified should we receive a high number of suitable candidates.

We are committed to ensuring our opportunities are accessible to all, so if there is any way that we can support you to be the best you can be in the recruitment process, please do get in touch by e-mail on info@peas.org.uk.

We welcome all applicants and will always treat every application fairly based on merit. As an organisation working to expand equitable access with a strong focus on girls’ and one whose DEI approach is prioritising increasing gender parity in leadership roles, we strongly encourage applications from **female candidates.**

Our values



Focus on Lasting Change

Our work should benefit students and communities now and for generations to come. So sustainability is core to everything we do. We consider the wider consequences of what we do, because what matters is maximum long term impact across society.



Be Honest

Trust and integrity are everything. We are transparent about our impact and programmes. We don't support corruption. We don't pay bribes. We don't receive bribes.



Be Collaborative not Competitive

We put true impact before personal or organisational glory. We collaborate within and beyond the organisation to maximise collective impact.



Be Entrepreneurial

PEAS was founded with an entrepreneurial spirit and it is embedded in who we are. We are nimble, ready to respond to new opportunities and challenges. We are not afraid of taking risks and leading the way.



Champion Empowerment

We hold each other to account. We maximise autonomy by providing high quality support to decision-makers throughout the organisation.



Adopt a Growth Mindset

We dare to be better. We continually push ourselves to improve. We appreciate and learn from mistakes which we see as a necessary side effect of striving for ever growing impact.



Look at the Evidence

Evidence can be scarce in our sector. We strive to make use of the available evidence while also contributing our own. Our decisions are based on research and data combined with our practical experience.

PEAS is highly committed to keeping children safe from harm and preventing corruption. We therefore take our responsibility to promote safe recruitment practices very seriously, including conducting appropriate reference and background checks. We also operate a zero-tolerance approach to any PEAS employees who breach our Safeguarding and Anti-Corruption Policies, which all employees are required to sign upon induction.

PEAS is an equal opportunity employer that does not discriminate in its recruitment practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.