

Right to Education Initiative

Part-time Administration and Finance Officer

(1 day and half = 3 half day)

About RTE

The Right to Education Initiative (RTE) is a global human rights organisation focusing on the right to education. Established in 2000 by the first UN Special Rapporteur on the right to education, [Katarina Tomaševski](#), RTE was re-launched in 2008 as the 'Right to Education Project', a collaborative initiative supported by [ActionAid International](#), [Amnesty International](#), [Global Campaign for Education](#), [Save the Children](#), and [Human Rights Watch](#). Since May 2017 the Right to Education Initiative is a charity [registered](#) in England and Wales with the charity number 1173115.

RTE promotes education as a human right, making international and national law accessible to everybody. We conduct research and legal analysis and we develop tools and guides to help understand and effectively use human rights mechanisms to claim and enforce the right to education. We build bridges between disciplines (human rights, education, and development), actors (CSOs, international organisations, academics), and language communities, linking international, national, and local advocacy with practical engagements leading to positive changes on the ground.

For more information about RTE, please visit: www.right-to-education.org

Role overview

The Right to Education Initiative (RTE) is looking for a part-time administration and finance officer to support the team's work in the implementation of RTE's [strategic plan](#)

You will be responsible for the management and operation of RTE's financial, administrative and other office systems and policies. RTE recently established as a charity and you will be responsible for the development of new needed policies and procedures.

RTE is a small charity of currently three members of staff plus occasional interns. You will be working closely with the RTE's Director. We are currently administratively and financially hosted by [CRIN](#) and therefore, during a transition period, you will also work closely with CRIN's administration and finance officer.

RTE is a small, focused, and passionate team. We are looking for someone who has excellent interpersonal skills.

Areas of responsibilities

Finance

- To maintain computerised financial records, in order to provide accurate and up to date records and reports as required;
- Monitor financial risks and maintain strong internal controls;
- To process payments in line with RTE's financial procedures and raise income generating invoices when required.
- To administer petty cash, including expenses of staff, consultants and volunteers; and produce monthly bank reconciliations.
- To prepare and monitor RTE's budgets, including the preparation of financial reports to RTE's executive board and funders as required.
- To liaise with the Auditor for the preparation of the end of year accounts and Trustees' Annual Report.
- To process the payroll (organised by external agency) and ensure that pension and Inland Revenue contributions are submitted by the due date.

Administration

- To maintain current administrative and financial procedures and practice for RTE, and establish new ones as necessary, based on RTE's values, objectives and operational principles.
- To be responsible for all human resources related matters (including payroll, leave entitlement, human resources policy procedures) and support recruitment administration.
- To ensure that RTE's practice is in line with RTE's policies,
- To ensure maintenance contracts and appropriate insurance policies are in order.
- To support the Director in the preparation of Board meetings, including sourcing venue, assisting in the preparation of papers, including providing financial reports and ensuring that records of Board proceedings are kept accurate.
- To ensure that all deadlines with the Charity Commission are met and that all matters related to RTE's Board of Trustees are complying with current legislation.
- To process RTE's staff expenses claims

Fundraising

- To track and identify grants RTE could apply to
- To support the preparation of grant proposals, particularly the preparation of the budget

Other tasks may include:

- To assist staff and trustees with travel arrangements
- To maintain and review financial and administrative filing systems (electronic and paper systems)

Candidate profile

We are looking for a flexible and highly efficient Finance and Administration Officer to join our small team and manage our financial and administrative systems. The candidate will be working closely with RTE's Director and CRIN's administration and finance officer.

This is a key role, and the successful candidate will have proven experience in developing and managing office administration, experience of budgeting and financial record keeping, as well as personnel administration.

RTE is a small charity based in central London. Aside from sharing our values, we are looking for someone who is comfortable working in a multicultural environment and who is happy to take on new tasks should they occur.

We will provide the candidate with the opportunity to work as part of a small team of dedicated and passionate people and the real opportunity to shape the growth of the organization.

The ideal candidate will have:

- An advanced degree (or equivalent), preferably in non-profit management, accounting or business administration;
- Minimum 5 years of experience in non-profit administration, preferably in social justice-oriented organizations;
- Accounting and bookkeeping experience, proficiency in Quickbooks and Excel;
- Experience with accounts payable, accounts receivable, wire transfers, expense reimbursements, reconciliations of payroll and bank statements;
- Experience in creating budgets and financial reports;
- Experience in human resources, benefits administration, and best practices to recruit and retain a diverse and inclusive staff team;
- Experience in development, fundraising and grants management
- Excellent verbal and written communication, attention to detail, ability to prioritize, problem-solve and multi-task;
- Demonstrated commitment to social justice and human rights, in a professional or volunteer context;
- Proven professional integrity; and
- Commitment to diversity.

Status & location

- The part-time is for 1 day and half. We are flexible with how the working hours are spread.
- The initial contract is for three months, after which the role may be re-evaluated.
- Our offices are based in London, with flexibility to work from home.

Salary

£38,900 (pro-rated).

How to apply

Please send a CV and cover letter to info@right-to-education.org

Applications should be submitted by 12 August.

In view of the volume of applications anticipated, we regret that we are unable to answer individual queries in relation to posts or on the progress of individual applications. Shortlisted candidates will be contacted shortly after 12 August.