

# Free West Papua Campaign Job Description

November 2018

Job Title: Office and Finance Administration



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[www.freewestpapua.org](http://www.freewestpapua.org)

## Overview and terms

Hours of Work: 15 hours per week

Salary: £25,725 pro rata

Location: The Free West Papua Campaign (FWPC) office, Oxford.

Responsible to: Board of trustees

Responsible for: Bookkeeping, financial management, administrative and communications support, merchandise

Purpose of Job: To provide the administration for FWPC, including finance, merchandise, communications and equipment

Application deadline: 23<sup>rd</sup> November 2018

Interviews: end of November 2018

Start: December 2018

## Main tasks

### 1. Resources management

- To ensure that day-to-day financial tasks and record keeping tasks are undertaken effectively.
- To manage and operate FWPC's financial systems and procedures in conjunction with the Board of Trustees and office team members, including: undertaking bookkeeping for the organisation (using Xero software – training can be provided); drawing up budgets and projections including cash flow; producing regular financial monitoring reports; liaising with the independent examiner and taking action to ensure that budgets are adhered to.
- To manage the ordering, sales and distribution of FWPC merchandise.
- With the support of the Board of Trustees and other staff, to implement FWPC policies, in particular those relating to financial and HR management.
- Liaising with other office staff where necessary, to be responsible for office supplies, postage collection and for renewals and refurbishments.

### 2. Administration

- To ensure that FWPC has effective communication and administration systems and procedures, including responding to correspondence, phone calls and e-mails within a reasonable time-scale.
- To oversee the administration of the organisation's recruitment and selection procedures, including volunteer and intern placements.
- To administer FWPC's monthly payroll, liaising with payroll bureau, HMRC and pension providers as required.
- To maintain TOIL, annual leave and sick leave records.

### 3. Strategic development

- To assist the Fundraising and Communications Officer in obtaining financial information for funding applications and reports
- Under the direction of the Board of Trustees, to implement effective risk management within the operations of the organisation.
- To produce other reports relating to the work of the organisation as requested by the Trustees.

### 4. Other

- To promote and further the aims of the FWPC in order to gain recognition of West Papua's right to self-determination.
- To work within the wider staff and volunteer team of FWPC, attend team meetings and participate in training opportunities appropriate to the post.
- To work within FWPC's aims, objectives and policies.
- To be responsible for FWPC's property and premises, ensuring that they are protected from misuse, damage and theft.
- To carry out additional duties in consultation with the line manager as are consistent with the responsibilities of the post.
- Occasional evening and weekend working may be required by prior arrangement.

To apply, please send a C.V. and covering letter to [office@freewestpapua.org](mailto:office@freewestpapua.org) with heading 'Office and Finance Administrator'