



## **Job Description**

**Post/Job Title:** Finance Administrator

**Start Date:** 30<sup>th</sup> September 2019

**Location:** Psychosynthesis Trust, 92-94 Tooley Street

**Department:** Finance and Operations

**Salary:** £26,013 per annum (pro-rata £15,608) + pension + staff benefits

**Contract:** Monday - Friday, permanent, 22.5 hours

**Holiday:** 25 days per year + 3 days Christmas closure

**Accountable to:** Finance and Operations Director

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## **Organisational Overview**

The Psychosynthesis Trust is a small educational charity that has a rich 50- year history of enabling human potential in the UK. Our founders were pioneering leaders in education, psychology, science and spirituality and we continue to work at that nexus today. Our work is based on psychosynthesis- a transpersonal psychological model and approach that integrates the spiritual aspect of the human experience.

Our core work is in providing personal and professional training programmes ‘to help people to know and transform themselves’. We also offer counselling services and room rentals at our building at 92-94 Tooley Street.

Our values and our culture consider the whole, both in terms of individuals and society, as well as from an organisational perspective. We orientate to working with the qualities of love and will, bringing the principles of curiosity, inquiry and responsibility to our work and to each other.

The Trust has an intention of playing an important role in one of the most exciting times in history – helping people to finding meaning, purpose, wellbeing and a sense of place in an increasingly complex world. We believe that our work will help to enable an expanded sense of human consciousness in individuals and in society.

The breadth and depth of The Psychosynthesis Trust’s training, counselling services and room-rental offering has developed significantly over the past 6 years. With this increased growth and with the intention of wanting to help more people ‘know and transform themselves’, we are entering a new phase of the Trust’s life cycle which includes strengthening our operational foundations and

effectiveness. As such, we are looking for a Finance Administrator who can provide solid bookkeeping and financial administrative duties from which we can expand our work.

### **The Context of the Role**

As a member of the Finance and Operations team, the Finance Administrator will fulfil financial bookkeeping and administrative duties for the Trust. This role creates the enabling conditions to deliver our work.

A key focus for the Finance Administrator in the coming years will be on developing quality processes and systems which will help us become more efficient, effective and innovative. We want the Trust to be well run and to continue to have a solid financial foundation. This includes using a new accounting software that will be introduced during 2019.

The right candidate will have outstanding attention to detail and be able to absorb and settle into the role from Day One. We are looking for a candidate that is comfortable with the complexity and challenges that come along with a multi-faceted small charitable organisation.

We are looking for someone who is ready to deliver as we begin our new financial reporting year in September 2019.

The ideal candidate will be a self-starter who can work efficiently alone but also in a team and with our community. This includes role modelling and embodying the values of the Trust and the principles and practices of psychosynthesis. We are very excited to work with people who are equally enthusiastic about our vision, our purpose and the work of the Trust.

We value diversity and the intersectionality of people and their backgrounds. This is important to us as we seek to cultivate a creative and more expansive and inclusive attitude to difference in ourselves, our communities and our society. So, we are particularly keen to receive applications from Black, Asian and minority ethnic, people with disabilities, people who identify with being LGBTQIA or people who identify with being marginalised (or have been in the past).

This is an exciting role for someone who wants to be part of a growing organisation on the pioneering edge of psychological and spiritual development. We are a small team so there is great opportunity for personal and professional development and to feel like you are making a difference!

### **The Purpose of the Role**

The purpose of the role of the Finance Administrator is to ensure implementation of The Trust's finance administration and bookkeeping.

### **Key Functional Responsibilities**

#### **Key Responsibilities**

- Reconcile current account (weekly)
- Reconcile merchant payments (weekly)
- Reconcile credit card expenses and petty cash (weekly)
- Send remittance advice to contractors
- Point of contact with team for info on payments received
- Support the Finance Director with accurate information for cash flow reporting
- Coordinate purchase order requests and approvals with managers

- Load payments onto banking system
- Manage payments to contractors and freelancers
- Maintain asset register
- Administer payroll (monthly)
- Administer employee payroll details

### **General Responsibilities**

- Ensure that good practice, policy and brand guidelines are adhered to
- Adhere to organisation values and ethos
- Deliver all work within an equality and diversity framework
- Contribute to the products and services of the Psychosynthesis Trust
- Agree to work towards personal performance objectives and targets and participate in regular supervision and annual performance appraisal
- Undertake other duties as requested by the Psychosynthesis Trust from time to time
- Actively participate in the wider principals of the Psychosynthesis Trust

### **Essential Skills and Attributes**

- Demonstrate experience in a similar role at an equivalent level
- Experience of accounts payable and accounts receivables
- Finance qualification minimum (AAT)
- Experience of providing excellent customer service
- Knowledge of cloud-based accountancy software
- All aspects of MS Office, including Office 365, Outlook and Sharepoint
- Excellent numerical skills
- Ability to understand financial information
- Friendly and helpful customer service
- Ability to manage and adapt to a changing workload
- Ability to multitask and deal with conflicting priorities
- Quick learner and the ability to learn new skills and systems
- Attention to detail
- Able to consistently apply standards and frameworks
- Able to work independently
- Proven interpersonal skills
- Ability to be aware of sensitivities and manage situations accordingly
- Team player and proactive
- Ability to prioritise and highly organised

### **Desirable Skills and Attributes**

- Experience in payroll administration
- Experience in pensions administration
- Experience in the not-for-profit sector
- Interested in personal development
- Educated to degree level in relevant field/ equivalent qualification/ experience

## Values and Behaviours

Our values and behaviours are important to us – and as such we are looking for people who align and resonate with our values. This includes:

**Wholeness:** It is important for us to take time to see the bigger picture and the unity in multiplicity. We are interested in using different ways of knowing – the head, the heart and the body. We are motivated by serving the whole.

**Love:** We are looking for people who appreciate the strengths and potential in themselves and in others and supporting others in reaching their fullest potential.

**Inquiry:** We value an environment where we are learning as we go through our actions and taking time to reflect on what works, what doesn't and what we need to do to evolve and adapt.

**Will:** We want to be intentional in our actions which are underpinned by strength, goodness and skill

**Responsibility:** It is important that we all take ownership to 'know, master and transform ourselves' and our relationships so that we can be of service to ourselves and others

### How to apply:

Please explain in no more than 2 pages why you'd like to work for The Trust, what skills and attributes you will bring to The Trust, and what experience you have that fits with this role. We are also interested in hearing about your life story and how this aligns to your purpose, strengths and interests. Please send this, along with your CV to Jamie Joyes, Finance and Operations Director at:

**recruitment@ptrust.org.uk**

**Closing Date is August 30<sup>th</sup> at 10am**

**Interviews will be held w/c September 2<sup>nd</sup>**