



# Finance and Business Administrator – Job Description

Rocket Science is a specialist research and consultancy organisation focusing on poverty and welfare, health and social care, and employability and skills. We work across the UK from our three offices in Edinburgh, Newcastle and London. We work closely with our clients including central and local government, charities, and community organisations to review and evaluate services, conduct social research including understanding needs, exploring lived experience, setting strategies and governance structures and conducting quantitative impact analysis. We are a lively, sociable organisation and all our staff meet regularly to reflect on our work and spend time together.

We are looking for a full-time finance and business administrator with at least 2 year's relevant experience to join our Edinburgh team to provide support across the finance, payroll, HR and business functions.

**Job Title:** Finance and Business Administrator

**Purpose of the role:** support Rocket Science across the UK across the finance, payroll, HR and business administration functions

**Job base:** We are all home working at the moment, but this post will be based at our Edinburgh office

**Supervised by:** Head of Finance and Operations

**Salary scale:** £20,000 - £25,000

**Benefits package:** We have a wide range of benefits such as 35 days holiday, 6% employer pension contributions, training and development support

**Hours:** 37.5 hours per week

**Contract type:** Permanent with a six-month probation period

**Start date:** To be negotiated.

## **Key areas of responsibility:**

We are looking for an individual to provide finance and administration support across our organisation including:

### **Finance admin tasks (40% of time)**

- Ownership of Accounts Payable and Accounts Receivable functions
- Production of a monthly payment run
- Bank reconciliations including reconciliation of Direct Debit accounts
- Assisting with month end margin analysis
- Assisting with the preparation of Management Accounts, including collation of KPI Data
- Quarterly VAT return preparation
- Keeping our project management system (Workflow Max) updated
  - converting proposals to live projects (jobs) – liaising with Project Managers to ensure the necessary information is completed
  - ensuring all rechargeable costs are entered into Workflow Max ready for invoicing
  - raise project sales invoices according to the billing milestones
- Processing payroll, including setting up the bank file for payment

### **HR admin tasks (20% of time)**

- Organising new start contracts, information and systems
- Supporting staff on implementation of HR Strategy actions and supporting recruitment
- Managing staff planning reports to enable staff to use these
- Arranging staff training and reviewing attendance
- Arranging DBS/PVG registrations and manage central database of registration details

### **General business administration (40% of time)**

- Managing database of IT assets and software and arranging IT equipment for staff
- Data protection – supporting staff to adhere to document retention and destruction policies and access data sharing agreement templates and data protection impact assessment templates
- Providing support for internal audits for ISO9001, managing our quality logs and completing client feedback interviews following the completion of our projects
- Managing the risk management register
- Supporting business development through the management of CRM contacts and providing administrative support for external communications.
- Other general business administration tasks

## Skills and experience:

We are looking for someone with at least 2 years of relevant work experience who can demonstrate the following:

- Highly organised and proactive
- Close attention to detail and accuracy, a solid understanding of generally accepted accounting principles
- Strong ability to multi-task across a range of functions
- Proactive at identifying changes and improving processes
- Skilled planner who approaches tasks and roles methodically
- Experience with accounting and payroll packages. (Xero accounts and payroll an advantage)
- Strong excel skills

## Our values

We are a value driven organisation looking for staff whose values align with our organisational values:

- **Focusing on people's lives** – We work to improve the systems and support that affect people's lives and ensure their lived experience informs change.
- **Working with you** – We work collaboratively with our clients, to tailor the support they need and bring our expertise, insights and networks so they can grow and achieve their vision.
- **Developing realistic solutions** – We bring practicality to our work, which is evidence-led, looks at the bigger picture, and provides relevant solutions that put policy into practice.
- **Working at the intersections** – We work at the intersections of issues and needs to remove boundaries and siloes to address systemic inequalities.
- **Looking to the future** – We always look ahead to identify emerging needs, anticipating future trends and support our clients and colleagues to be trailblazers.
- **Being inclusive and empowering** – We foster an inclusive working environment that empowers and inspires our colleagues, clients and partners.

## To apply for the role

Please go to our [application portal](#), closing date **midday, 15 October 2021**. If you would like to arrange an informal chat about the role in advance, please email Irene Kinroy on [irene.kinroy@rocketsciencelab.co.uk](mailto:irene.kinroy@rocketsciencelab.co.uk) to arrange a time.

*Rocket Science operates an equal opportunities policy and will appoint solely on the basis of the applicant's ability to do the job in question. We do not discriminate with reference to age, gender, sexual orientation, race, colour, religion, marital status or disability, nor will such factors play any part in decisions on appointment or selection.*