

# Finance & Operations Administrator

Job Description and Person Specification  
January 2024

The logo for Human Dignity Trust, featuring the words "Human Dignity Trust" in a serif font, with "Human" and "Dignity" stacked above "Trust". The text is enclosed in a thin, dark rectangular border.

**Job title:** Finance & Operations Administrator  
**Type:** Full-time  
**Salary:** £30-35,000 per annum  
**Location:** London, WC2A (3-4 days office-based, and remote working)  
**Reports to:** Head of Finance & Operations

## Organisation Overview and background to the role

The Human Dignity Trust (the Trust) is a legal charity based in London, UK that supports local lawyers and human rights defenders to uphold human rights and constitutional law in countries where private, consensual sexual conduct between adults of the same sex is criminalised. At present, 65 jurisdictions worldwide maintain these criminal laws, a figure that is gradually decreasing due to a combination of litigation and legislative reform.

Legal provisions that criminalise lesbian, gay, bisexual, and transgender (LGBT) people put them beyond the protection of the law, fostering a climate of fear, stigma and violence. These provisions violate constitutional and international human rights law, including a person's right to dignity, equality, non-discrimination, and privacy.

The Trust provides pro bono technical legal assistance at the request of, and in collaboration with, local human rights defenders, their lawyers and other partners who wish to use the courts to challenge these discriminatory laws. We also provide technical legal assistance on request to governments seeking to proactively reform their sexual offence laws and to enact protective legislation, impacting not only LGBT people but also women, children, and persons with disabilities. Since our inception in 2011, we have supported strategic litigation or law reform with local partners in over 25 countries in all regions of the world. The vast majority of our work is in common law jurisdictions, though we work globally including within other legal traditions. We have helped secure multiple court victories in domestic, regional, and international courts and tribunals on issues ranging from decriminalisation to freedom of association and have drafted human rights compliant Bills for several governments on sexual offences, hate crimes and equal opportunities. Our work has won prestigious awards and is highly respected globally.

We have a small office in Chancery Lane in central London and a growing staff of almost 20 people, and we work with pro bono lawyers who assist in all of our legal work. We work in all regions of the world. We have no staff presence outside of London but are embarking on a new initiative to have long-term consultants based in the regions in which we work in order to help manage and deepen our work with local partners.

The Trust's success and growth across our outward-facing areas of delivery in recent years means that we now need to grow and significantly strengthen our internal Operations functions. After a detailed internal review, the Chief Executive has established a refreshed purpose for a new Finance and Operations service, structure, and roles.

The overall purpose for the new Finance and Operations service and team is:

- To provide expert advice and support in its areas of technical expertise.
- To become a centre of excellence for a systematic and streamlined approach to the systems that enable the Trust and its staff to work to their standards of excellence.

## Finance & Operations Administrator

In this newly-created role as a key member of the new Finance & Operations team, the job holder will provide administrative support on a range of the Trust's business activities. The Finance & Operations Administrator will report to the newly created position of Head of Finance & Operations and will work alongside the new HR & Facilities Manager.

The job holder will be an experienced administrator adept at supporting a range of activities simultaneously and bringing a strong and systematic yet pragmatic approach to their work. The job holder will offer support to automate, centralise and/or streamline work to drive efficiencies across the Trust and ensure that all colleagues are able to focus on what they do best every day for maximum impact on the Trust's core legal work.

## Key responsibilities

### Finance Administration

- Support Head of Finance & Operations as required (Finance Committee presentations, updating finance spreadsheets, producing finance reports etc.)
- Process all transactions (AP/AR), payment runs and journals, and reconcile balance sheet on a monthly basis
- Provide finance administrative support to other colleagues as needed (i.e., expenses and petty cash)
- Identify opportunities to streamline finance administrative processes and finance systems across the Trust

### Office administration

- Provide administrative support for all office facilities, equipment, and supplies
- Manage day-to-day IT infrastructure, in liaison with the Trust's external IT service suppliers
- Act as first point of contact with public phone and email enquiries, directing enquiries to relevant staff where appropriate
- Manage general office correspondence
- Maintain all required office procedures
- Liaise with corporate travel agent(s) to ensure service meets agreed standards
- Assist with data entry, document management, file management
- Assist with events administration as required
- Support HR & Facilities Manager as required (maintain HR database, reports etc.)

### Corporate

- Coordinate and provide secretarial functions for Board and Sub-Committee meetings including taking and distributing clear and effective minutes
- Register/de-register trustees (Companies House/Charity Commission) and fulfil other relevant filings
- Liaise with Trustees on Board administration
- Provide support to the Chief Executive as required, for example diary management, meeting schedules and correspondence
- Maintain and file documents

## Skills, Experience and Qualifications

### Essential

- Significant experience of providing finance and administrative support to a busy team
- Knowledge of finance systems and processes in a small organisation
- Substantial experience of relevant office software packages (Word, Excel, Outlook, CRM)
- Knowledge of office IT systems to be able to troubleshoot basic problems
- Knowledge of data protection legislation and experience of applying legislation in practice
- Ability to work independently with minimum supervision
- Ability and willingness to communicate with staff and Trustees on own initiative
- High attention to detail and ability to work to a consistently high standard on short turnaround times
- Excellent command of written and spoken English with effective all-round communication skills
- Ability to prioritise effectively and to re-prioritise at short notice
- Team-oriented and ability to work well in a small office environment and with people from different cultures and backgrounds
- Understanding of and alignment with the Trust's core purpose

### Desired

- Ideally working towards a finance qualification such as AAT or ACCA / CIMA
- Knowledge and/or experience of the Trust's core purpose and the global LGBT human rights movement and developments