

# SENTENCING ACADEMY

## Job Description

<b>Job title</b>	Finance and Operations Administrator
<b>Location</b>	Sentencing Academy based in London. Hybrid working arrangements in place with up to 2 days per month in the office in London.
<b>Type</b>	Fixed Term till May 2026 in the first instance.
<b>Hours</b>	15 hours a week (0.4 FTE).
<b>Salary</b>	£26,000 full time to pro-rata (£10,400 per annum).
<b>Reports to</b>	Director of Operations.
<b>Sentencing Academy Purpose</b>	<p>The Sentencing Academy is a charitable incorporated organisation created in 2019 to promote more effective sentencing practices and to further professional and public understanding of sentencing across England and Wales.</p> <p>Our mission is to inform decision making and improve awareness and understanding of sentencing through evidence led research, working in collaboration with experts in the field.</p>
<b>Job Summary</b>	<p>The post holder will be responsible for the financial processing and administration of the charity which supports the delivery and activities of the organisation. Your excellent numeracy, analytical skills and strong attention to detail will ensure delivery of accurate financial information that the Directors and Heads of Service can use to strategically inform the work and sustainability of the Sentencing Academy. Line managed by the Director of Operations, you will contribute to the production of the monthly management accounts and reporting from Xero, our accounting software.</p> <p>A key part of this role is to effectively assist and support the smooth functioning of the day to day operations of the organisation particularly around HR, record, and database management. The post holder will join the organisation at an exciting time as we go through a period of planned growth and development providing an opportunity to help underpin, assist, and strengthen our work.</p>

**Key responsibilities and duties divided into two areas:**

1. Financial Administration
2. HR and Operational Support

**1. Financial Administration:**

- Provide processing and administrative support for the financial accounting activities of the charity.
- Processing payments, managing invoices, inputting of expenses from staff and consultants into Xero, ensuring that all are appropriately coded and in line with company procedures.
- Maintain and update monthly income and expenditure reports contributing to the monthly cashflow report and spreadsheet.
- Where appropriate ensure that expenditure is aligned to the terms and conditions of the funding agreements/contract requirements aligning reporting timescales to ensure compliance.
- Maintain bank records, effectively and accurately processing all bank transactions in a timely manner and updating of the cashbook.
- Support the Director of Operations in the monthly production of financial information for Directors and quarterly reports to the Board of Trustees to accurately reflect the financial health and position of the organisation.
- Assist with applications for funding and the preparation of associated budgets along with administrating the annual budget and approval process with Directors and the Board of Trustees.

**2. HR and Operational Support:**

- Provide administrative support to the Director of Operations in the recruitment of staff and Trustees, training, and maintenance of employee records and data.
- Update employee holiday, sickness records and the registration of flexible leave requests and other HR related staff queries and requests.
- Organise meetings at the request of staff and where appropriate record the minutes.
- Administratively support investigations aligned to the disciplinary and harassment procedures of the organisation ensuring that information is kept secured and confidential.
- Support the induction of new staff, Trustees and interns distributing appropriate policies and procedures as required.
- Maintain central shared files ensuring that old policies and outdated documentation are archived appropriately, creating new folders and files to organise and securely store information in
- Assist in the organisation and production of high quality content for the website ensuring that changes are made in a timely manner and are accurate and have been reviewed prior to being posted.
- Support and assist staff in the format, presentation and style of information that is to be shared externally aligned to the approach of the Academy and to protect the reputation of the organisation.

- Provide administrative support to Directors in the delivery of the Communications Strategy acting as an internal communications champion.
- Positively promote the work of the Academy in a professional manner aligned to our vision, mission, and purpose.

**General terms of reference – In carrying out the above duties the post holder will:**

- Take an active role in determining professional development needs and agreeing programmes to meet those needs.
- Participate in appraisal, training, and supervision processes.
- Ensure the implementation of all Sentencing Academy policies.
- Attend meetings to support the operational activity of the charity.
- Undertake other duties appropriate to the grade of the post.
- Champion equality, diversity, and inclusion in all aspects of this role.

*This job description is not a definitive list of responsibilities but identifies the key components of the role. The specific objectives of the post holder will be subject to review as part of performance review processes where applicable.*