



Finance and Admin Assistant

Job Description

Summary of the role

Just Like Us is the LGBT+ young people's charity. We are looking to recruit a highly organised, professional and adaptable Finance and Admin Assistant to support with administrative duties one day per week on a six-month fixed-term contract.

This role will support the staff team and our accountant to smoothly manage financial and administrative tasks such as invoicing, processing payments, communications with external stakeholders and supporting account management.

We are very keen to hear from more underrepresented communities at Just Like Us, particularly Black, PoC and/or trans candidates.

You would be joining a friendly, inclusive and highly motivated team, and reporting into Interim Chief Executive, Amy Ashenden (she/her).

About Just Like Us

Just Like Us is the LGBT+ young people's charity.

Founded in 2016, we work with primary and secondary schools as well as young people across the UK to ensure LGBT+ young people can thrive. To do that, we run three programmes:

- **Ambassador Programme:** we train LGBT+ 18 to 25 year olds to speak in

schools about allyship and growing up LGBT+, and support them through mentoring and community support

- **School Diversity Week:** we run the UK-wide celebration of LGBT+ equality in primary and secondary schools, and provide free educational resources
- **Pride Groups:** we help secondary schools set up lunchtime or after school clubs for LGBT+ and ally pupils to meet, learn and get support

The Position

Salary: £24,850 pro rata

Part-time (1 day per week), on a fixed-term six-month contract

Location: Flexible (UK only)

Reporting to: Chief Executive

What we offer all employees:

- **Pension contribution:** Just Like Us will match your pension contributions up to 6%
- **Flexible working:** Just Like Us currently offers a mixed home/office working model, enabling team members to work from home and in the office. This role can be done fully remote if the candidate is based outside of London
- **Good work-life balance:** the Just Like Us team work core hours and can claim back time off in lieu for working agreed overtime
- **Professional development:** We are committed to the ongoing professional development of all team members, with an annual training budget per person and a clear pathway to help your career goals
- **Extra day of annual leave:** For each year in post, team members gain an additional day of annual leave, up to a maximum of five
- **Employee Assistance Programme:** Wellbeing support helpline available 24/7 for staff

Key Responsibilities

- Help manage Just Like Us' invoicing and expenses process
- Support the Chief Executive with administrative duties, including finance

- Assist with team and office-related tasks as requested on an ad hoc basis
- Be responsible for confidentially dealing with certain financial matters within the charity

Experience, skills and attributes

The applicant must:

- Be passionate about supporting LGBT+ young people
- Have strong organisational skills and the ability to manage their time effectively
- Work to tight deadlines to complete tasks during their one-day a week period and deliver to timelines required by the accountants and Chief Executive
- Be able to quickly spot errors or inconsistencies that may need resolving, and flag any risks to the Chief Executive
- Have experience using Google Sheets
- Be a responsible team member with the ability to treat financial matters with the utmost confidentiality
- Experience with any of the following would be desirable but not required: Xero

How to apply

To apply, please submit your CV and a one-page cover letter to info@justlikeus.org with 'Finance and Admin Assistant' in the subject line.

The deadline to apply is 23:30 on Sunday 26 March.

The interview will take place on Thursday 30 March and may include an administrative task similar to that required in the role.