

Financial administration

- Administer all invoicing and external payment requests for the GA UK office.
- Oversee completion of the UK team's expenses and accurately completed with correct budget codes.

Support to the Executive Director

- Support the Executive Director with administrative tasks including, reconciliation of expenses, travel bookings for flights and other ad hoc support as required.

Meeting & event coordination

- Assist in arranging meetings, workshops, events, and visits as required.
- Planning and managing UK team events, as well as supporting other work-related events in East Africa as required.
- Other related support including arranging catering for external meetings and taking minutes where required. This may very occasionally require in person support at our office in London.

Additional responsibilities

- Monitor compliance with all GA policies and procedures, particularly those relating to travel and security.
- Facilitate effective communication with the wider team and other stakeholders as needed, ensuring timely dissemination of information, updates, and announcements.
- Draft, review, and respond to routine office correspondence as needed. Ensure appropriate routing and timely follow-up for all incoming and outgoing communications.
- Support the data protection champions to ensure compliance with relevant regulation in the UK and East Africa.
- Provide general office support as required.

Person Specification

This role will suit a high-quality Administrator with a proven successful track record operating in high-performance teams.

Competencies

- A keen eye for and attention to detail.
- Excellent written communication skills.
- Excellent oral communication and interpersonal skills, demonstrating an ability to build rapport with a range of internal and external stakeholders.
- Strong organisation skills with an ability to manage multiple priorities and deadlines for different team members in a fast paced and often fast changing environment.
- Sound judgement when it comes to working with others, including when to escalate matters to those more senior in the team.
- Sufficient financial literacy to be comfortable working with a variety of financial data formats
- Good Microsoft Office skills.

Personal attributes

- Hard working and able to demonstrate resilience when operating in a fast-paced environment.
- Consistently able to demonstrate a measured, pragmatic approach.

- Able to work well both independently and collaboratively with a diverse team.
- Comfortable with some routine functions balanced with some more demanding requirements.
- Shows integrity and professionalism as well as empathy with Gatsby's mission and values.

Qualifications, experience and expectations

- Relevant work experience in an administration role.
- Experience supporting a busy team with a high volume of travel for both direct team members as well as some external consultants.
- Experience managing travel logistics across a number of different countries or locations would be an advantage.
- A track record of successfully:
 - Efficiently and effectively managing team administrative systems.
 - Providing administrative coordination/support for internal and external meetings including face to face, hybrid and online options.

Eligibility

Please note we can only accept applications from candidates who have the right to live and work in the UK.

Salary and Benefits

The starting salary for the role is £13,636 per annum (£27,272 p.a. Full time equivalent).

Core benefits include a generous pension scheme, 22 days annual leave rising to 25 days within your first 3 years, an additional 3 days discretionary leave when our office closes in December, life assurance, income protection, private health and dental care, annual health checks and Employee Assistance Programme, along with a range of benefits designed to promote your work/life balance and make your time with us enjoyable and rewarding.

How to apply:

If you meet the criteria outlined above and would like to apply for the role, please submit:

- an up-to-date Curriculum Vitae/Resume (of no more than 2-3 pages)
- a cover letter

Your cover letter should be no more than one page long. It should explain why you are interested in this opportunity and Gatsby Africa, and how your skills and experience make you a good fit. Bullet point only cover letters will not be considered.

Please submit the above documents by email to recruitment@gatsbyafrica.org.uk with the subject as **Operations Administrator**.

Closing date for applications: **12 December 2024**.

Please note that we may close this vacancy earlier if we receive a high volume of applications.

If you need any further information about our recruitment process or to discuss any support or reasonable adjustments that you may require to make an application, please contact the People team at recruitment@gatsbyafrica.org.uk.

Due to the volume of applications only shortlisted candidates will be contacted, and we can only provide individual feedback to candidates who are invited to interview.

Diversity, equity and inclusion

Diversity, equity and inclusion are central to Gatsby Africa. We are committed to treating all employees and job applicants fairly, equally, and no less favourably than anyone else. We recognise, respect and value diversity and the benefits that difference can bring to our organisation.

Safeguarding

We are committed to protecting children and vulnerable adults from any harm when engaging with Gatsby Africa or its partners, and we expect all our staff to abide by our safeguarding policy.

Queries

If you encounter any problems or have any questions on the process, please contact the People team at recruitment@gatsbyafrica.org.uk



**Gatsby
Africa**

www.gatsbyafrica.org.uk