Employee job title:	Finance, HR & Governance Officer
Reporting to:	Head of Finance & HR
Salary:	£27,500 FTE (pro rata, 16 hours per week)
Working pattern:	16 hours per week. Ideally 4 hours per day across 4 days (Mon-Thur), though working pattern and hours are flexible and can be agreed with the successful candidate.
Location:	Remote
Contract:	Fixed-term contract for 3 months in the first instance, with the intention to extend subject to organisational need and successful completion of the initial period.

About The Wren Project

The Wren Project is a charity supporting people living with autoimmune diseases by providing a place of comfort, understanding and support. Established in 2020, we respond to the emotional and psychosocial impact that diagnosis can have on people's lives.

We are an independent, community-centred charity with a dedicated team of volunteers and staff providing ongoing listening support. We are looking for someone who shares our values of compassion, collaboration and inclusion.

Role purpose

The Finance, HR & Governance Officer will provide essential administrative support across finance, HR and organisational governance.

This is a varied role suited to someone who enjoys working across different tasks and is comfortable switching between finance, HR, governance and systems administration. The successful candidate will be organised, proactive and pragmatic, with a practical approach to problem-solving and a willingness to learn. Working closely with the Head of Finance & HR, they will have opportunities to develop their skills and take on increasing responsibility, particularly in payroll administration, organisational risk management and information governance.

Duties and responsibilities

Finance Administration

- Day-to-day bookkeeping and finance administration

- Process invoices, expenses and receipts
- Maintain financial records and supporting spreadsheets
- Donation processing and reconciliation
- Gift Aid administration
- Data entry and reconciliation within Xero
- Prepare financial information and documentation
- Support restricted fund record keeping

HR Administration

- Support recruitment administration, including coordinating interviews
- Maintain staff records and HR documentation
- Support onboarding and induction administration
- Track staff leave and contract documentation
- Support payroll preparation
- Take meeting notes and minutes where required

Governance, Compliance & Information Governance

- Support the organisational risk register
- Update governance documentation and organisational policies
- Coordinate day-to-day GDPR and information governance administration
- Monitor compliance with the organisation's data retention schedule, including anonymisation and secure deletion of records
- Undertake routine GDPR compliance checks, including maintaining privacy notices, lawful bases and consent records
- Maintain compliance records for audits and regulatory requirements
- Prepare governance documentation for trustees
- Escalate potential compliance issues to the Head of Finance & HR

IT & Systems Administration

- Act as backup support for Google Workspace administration
- Manage user account setup and shared drive organisation
- Maintain organised digital filing systems
- Support staff with basic IT and systems queries
- Assist with improvements to organisational systems

General Administration

- Provide administrative support across finance, HR and governance
- Maintain organised digital filing systems
- Respond to routine administrative queries
- Support improvements to organisational processes
- Undertake other reasonable duties as required

Person Specification

Essential

- AAT Level 3 (or equivalent accounting qualification or finance administration/bookkeeping experience)
- Excellent organisational skills with the ability to manage multiple priorities
- Strong administrative skills and attention to detail
- A practical, proactive and solution-focused approach
- Willingness to learn new skills and take on new responsibilities
- Confidence using digital systems and technology
- Good working knowledge of Google Workspace (or similar)
- Comfortable supporting basic IT and systems administration
- Ability to work independently in a remote environment

Desirable

- Experience supporting finance administration
- Experience supporting HR administration
- Experience using Xero
- Experience supporting payroll processes
- Experience supporting GDPR, information governance or organisational compliance
- Experience maintaining compliance or governance records
- Experience working within a small organisation or charity

We welcome applications from candidates who may not meet every listed criterion but who demonstrate a strong willingness to learn and develop.