

Job vacancy

**Royal
Geographical
Society**
with IBG

Advancing geography
and geographical learning

● Finance and HR Administrator

... **The Society**

The Royal Geographical Society (with the Institute of British Geographers) is the learned society and professional body for geography and geographers. It is also a charity and a membership organisation. The Society was founded in 1830 and has been one of the most active of the learned societies ever since. It was pivotal in establishing geography as a teaching and research discipline in British universities and continues to play a key role in geographical and environmental education.

The Society is a leading world centre for geographical learning – supporting education, teaching, research, professional practice and scientific expeditions, as well as promoting public understanding and enjoyment of geography and providing advice to policymakers.

The Society has an international membership of approximately 16,000, 31 specialist research groups, and a programme of activities that extends far beyond its membership to broad engagement with more than three million people per year. Over 200 lectures, conferences and other events are organised each year including a major four-day Annual Conference, a programme of popular lectures, professional development for geographers, and policy-related discussions.

The Society also publishes, under contract, scholarly journals and the popular *Geographical* magazine. It empowers others through a programme of grant-giving in support of research, fieldwork and expeditions, and teaching. The Society's information resources include its historic geographical Collections of maps, images, books, manuscript archives and artefacts.

The Society offers professional accreditation to members through Chartered Geographer status.

The Society is based in a listed building in its own grounds in Kensington opposite Hyde Park, and operates nine regional branches in the UK and two overseas. There are 57 permanent full-time staff, together with part-time, temporary and volunteer staff.

Applicants are strongly recommended to familiarise themselves with the current work of the Society set out on our website: www.rgs.org

The position

We are seeking a full time Finance and HR Administrator to support timely processing of financial transactions, accurate accounting, consistency of financial records, supporting the year-end close as well as supporting the HR advisor with administrative tasks.

As the Finance and HR Administrator, you will become an integral part of our dedicated team, ensuring the smooth functioning of the HR and financial operations.

Salary and application details

This is a permanent, full-time post with 2 days in the office, subject to successful completion of a probationary period of three months. The salary range for this post is £26,000-£30,000 per annum depending on experience and qualifications. The post is based in Kensington, London.

There are a range of benefits at the Society which include the following:

- 35-hour working week with core working hours between 10.00am and 4.00pm.
- Flexible working arrangements are available with a mix of office based and home working.
- 25 days annual leave per annum plus public bank holidays.
- Society closure between Christmas and New Year, in addition to the basic annual leave allowance.
- Pension scheme - 3% employee, 7.5% employer.
- Group Life Assurance at four-times basic annual salary.
- Corporate eye care vouchers.
- Cycle to work scheme.
- Free 24-hour Employee Assistance helpline with available counselling support.

The Society aims to be an equal opportunities employer.

To apply please email HR@rqs.org with a copy of your CV and a covering letter explaining your suitability for the post and how you fulfil the selection criteria, along with the monitoring form.

Applications must be received by **11.59pm, Sunday 3 November 2024**. Interviews are planned to take place on week commencing **11 November 2024**.

We thank, in advance, all candidates for applying and regret we are unable to write separately to those who are not selected for interview.



Job description for the post of Finance and HR Administrator

Post: Finance and HR Administrator

Department: Finance and Services

Responsible to: Finance Manager

Persons reporting: none

Location: South Kensington, London

Salary: £26,000-£30,000

Duties and responsibilities

- Accounts receivable: review and issue of sales invoices, processing and uploading, and debt recovery, and follow-up invoicing queries.
- Receipts, including PDQ, processing and reconciliation.
- Processing direct debits and credit card expenses.
- Cash and bank reconciliation and updates of bank and deposit balances.
- Recording receipts: subscriptions, legacies, grants, gift aid & investment income.
- Reconciliation of receipts in the financial system and the CRM system.
- Ensuring accurate VAT coding and assist in the preparation of VAT returns.
- Support balance sheet account reconciliations.
- Support for ad hoc general accounting tasks as required.
- Manage the onboarding and offboarding process for employees.
- Handle new starter processes: including onboarding communications, HR system setup, stakeholder notifications, and IT ticket requests.
- Maintain and update the HR system, ensuring all employee records are accurate and up to date.
- Prepare internal correspondence and communications as needed.
- Oversee the HR and Finance inboxes, managing enquiries.
- Coordinate internal staff training sessions, ensuring smooth scheduling and communication.
- Maintain personnel files and general HR record-keeping.

Selection criteria

The following are the requirements for this post. These are the criteria against which candidates will be shortlisted and judged.

Essential

- Ability to efficiently and accurately process financial information.
- Demonstrable experience of AR procedures.
- Demonstrable experience of bank and other reconciliations.
- Ability to liaise effectively with non-financial colleagues.
- Solid numerical skills.
- Strong organisational and time management skills.
- Ability to work constructively as part of a team.
- Able to handle confidential information with a high level of integrity and trustworthiness.
- Strong administrative skills.



Desirable

- Knowledge and experience of Sage 50 accounting system.
- Demonstrable experience of AP procedures.
- Good understanding of accounting procedures.
- Experience of working in a finance department in a charity.
- Experience of working in a finance environment with a number of different VAT income and cost treatments.