

## Finance and Administration Manager

Salary:	£30,000 - £40,000 plus benefits
Location:	Russell Square, London
Term:	Fixed term contract until April 2024
Reports to:	Operations Director, Centre Director
Hours:	37.5 per week

We are looking for an experienced, proactive and highly organised Finance and Administration Manager to support the setting up and delivery of the new Policy and Evidence Centre on Modern Slavery and Human Rights (the PEC) and the management of the Bingham Centre which leads the PEC.

### Background

1. The Bingham Centre for the Rule of Law is leading a consortium of partners to deliver a major new Policy and Evidence Centre on Modern Slavery and Human Rights. (PEC). The new PEC was announced by then Prime Minister Theresa May in July this year:  
<https://www.gov.uk/government/news/government-to-launch-new-modern-slavery-research-centre>
2. The PEC, which has been awarded £10m of public funding from the UK Research and Innovation Strategic Priorities Fund and is led by the Arts and Humanities Research Council (AHRC), will bring together leading academics, policy-makers, businesses and civil society organisations in a highly collaborative, interdisciplinary Centre which aims to transform our understanding of modern slavery and the effectiveness of legal and policy responses designed to eradicate it.
3. We are seeking to appoint a Finance and Administration Manager to support the delivery of the strategic objectives of both the PEC and the Bingham Centre, and to help to oversee the integration of the PEC into the Bingham Centre. There will be considerable overlap between these roles, but approximately 0.6 of the postholder's time will be supporting the PEC, and 0.4 supporting the Bingham Centre's other activities.

### About you

4. You will be familiar with and have a track record of supporting successful delivery of complex research projects, such as those funded by Research Councils like the AHRC or other research funding bodies. You will have a track record in implementing financial and administrative compliance requirements and producing detailed financial reports, with an excellent eye for detail. You will be experienced in assisting with planning and managing financial resources including forecasting, tracking actual expenditure against forecasts and implementing robust processes to support these.
5. The role, which combines being part of the PEC's operations team with managing the Bingham Centre, also involves significant administrative responsibilities, so would suit someone with project management experience. You will have a demonstrable ability to plan and prioritise in order to meet deadlines, and to produce consistently reliable and accurate work in a fast-paced environment.

6. The PEC is committed to being inclusive and diverse and particularly encourages applications from women, people with disabilities, BAME applicants, LGBT+ applicants and other minorities.

## The Role

7. The main responsibilities of the role are:

### Financial management

- To work closely with the PEC's Operations Director and the BIICL Finance Director to monitor the PEC's and the Bingham Centre's expenditure and income
- To identify potential or actual risks (financial or otherwise) to the PEC and the Bingham Centre and to take all reasonable steps to minimise or eliminate the risk in all dealings with partners and contractors
- To assist with the monitoring and compliance of budget expenditure
- To lead in the preparation of detailed financial reports for the PEC and the Bingham Centre
- To track impact indicators in the PEC's impact framework under the direction of the PEC's Operations Director, and
- To process PEC and Bingham Centre expenses and expense reporting
- To liaise with BIICL's Finance Director on budgetary, management reporting and financial administration matters.

### Administrative management

- To proactively support the PEC/Bingham Director and Operations Director in ensuring that the PEC and the Bingham Centre meet their objectives on time, on budget and to a high quality
- To provide an administrative support function for the PEC and the Bingham Centre
- To identify, establish, develop and seek to spread viable best practices in process management, contribute to the development of project processes and support their implementation in the wider project community
- To draft, prepare and distribute governance board meeting agendas, papers and minutes
- To carefully check and monitor all aspects of the PEC's contractual and delivery documentation
- To manage all aspects of travel and meeting arrangements and logistics for the project staff
- To engage with the relevant functions in BIICL and partner organisations, ensuring the adequate flow of information within the PEC and the Bingham Centre, between the partners in the PEC and between the PEC and other partners

**Key working relationships**

PEC Director/Bingham Centre Director

PEC Operations Director

BIICL Finance Director

PEC partners

External partners

**Person Specification**

<p><b>Relevant Experience</b></p>	<p>Proven experience in supporting financial and administrative delivery of complex research projects</p> <p>Proven experience of project management</p> <p>Proven expertise in financial functions such as resourcing, planning and budget monitoring</p> <p>An understanding of research grant rules and regulations, ideally those of the AHRC or similar, is highly desirable</p> <p>Experience of producing succinct reports and analysing financial data</p>
<p><b>Teamwork and Collaboration</b></p>	<p>A strong ability to work collaboratively and as part of a variety of teams, within the PEC and the Bingham Centre and with partners</p>
<p><b>Communication Skills</b></p>	<p>Excellent verbal and written communication skills, including ability to adapt communication style to different audiences</p>
<p><b>Other Skills</b></p>	<p>A pro-active, supportive and flexible working style</p> <p>Good analytical and practical problem-solving skills</p> <p>A willingness to take on different administrative tasks to ensure team success</p> <p>A high level of organisational skills including close attention to detail</p> <p>Strong numeracy and financial skills, including proficiency in standard Office software</p>

## About the Modern Slavery and Human Rights Policy and Evidence Centre

8. The Modern Slavery and Human Rights Policy and Evidence Centre is a consortium of partner organisations: the **Alan Turing Institute**, the **Bonavero Institute of Human Rights** at the University of Oxford, the **Centre for the Study of International Slavery** at the University of Liverpool, the **Rights Lab** at the University of Nottingham and the **Wilberforce Institute for the Study of Slavery and Emancipation** at the University of Hull. The PEC is led by the **Bingham Centre for the Rule of Law**.

## About the Bingham Centre for the Rule of Law

9. The Bingham Centre is part of the British Institute of International and Comparative Law and exists to advance the Rule of Law worldwide. It recently adopted a new Strategy, *Proactively Advancing the Rule of Law*, setting out its strategic aims for the five-year period 2018-2022. The Centre aims to have a direct impact on law, policy and decision-making and to do so by carrying out and disseminating independent, high quality research on the major Rule of Law issues of the day.

## How to apply

10. Informal enquiries about this post may be addressed to the PEC Director, Murray Hunt, c/o Nicola Cilliers, Interim Bingham Centre Manager [n.cilliers@binghamcentre.biicl.org](mailto:n.cilliers@binghamcentre.biicl.org)
11. To apply, please send the following by **23.59 on Wednesday 18 December 2019** by email to [PECPosts@modernslaverypec.org](mailto:PECPosts@modernslaverypec.org):
  - Your full CV.
  - A covering letter (maximum 2 pages) setting out your reasons for applying and how you consider that you meet the person specification for the post.
  - The BIICL application cover form (available at [www.biicl.org/vacancies](http://www.biicl.org/vacancies)) including the names and addresses of three referees (two of whom can be contacted prior to interview).
12. It is expected that interviews will take place in the week commencing **20 January 2020**. It is hoped that the successful candidate will be available to start in post as soon as possible in 2020.
13. In order to be considered for this role, you must currently have the right to work in the UK or will have the right to work in the UK by the date of commencement of employment.