

Finance & Office Administrator Recruitment Pack

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Background information

About Buttle UK

Founded in 1953, Buttle UK is a charity dedicated to supporting children and young people across the UK who face crisis situations, financial hardship, and multiple social challenges. Our mission is to enhance emotional, educational, and social outcomes through targeted interventions, primarily through our Chances for Children grants.

We support children and young people living in severe poverty, often on income levels under £18,000 a year. Many face challenges such as domestic abuse, mental health issues, estrangement, or neglect. Our grants, up to £2,400, are tailored to each individual's needs. This can be as simple as a new school uniform to help them settle in school; support for family or play therapy; or membership of a club or activity so that they can explore something they enjoy, socialise and have opportunities to make friends. We can also help with items like beds, toys, clothes or even a TV. Our grants help children to live a life that feels a little more like other children's. They are designed to create safe, nurturing environments and foster wellbeing-promoting activities, ultimately empowering children and young people to thrive academically, emotionally, and socially.

You can read more about the impact of our work [here](#).



Role Overview

This role offers a rare chance to work across teams - grants development, fundraising and marketing along with the finance and operations team to support the delivery of our work, and gives you broad organisational exposure and multiple career pathways.

You will enjoy:

- Real variety

No two days look the same – you could be supporting finance processes, coordinating interviews, preparing documents, greeting visitors, or helping with office logistics.

- Genuine development

You will gain hands-on experience in:

- Charity finance
- HR Administration
- Operational systems and processes
- Office and organisational support

- Friendly team environment

You'll be joining a supportive team who care about the mission and about each other. We work collaboratively, share ideas, and help one another succeed.

- A meaningful purpose

You work will directly support programmes that improve the lives of children and young people experiencing significant hardship.

About the Role:

This is an ideal role for someone who enjoys being at the heart of an organisation and likes supporting a busy, friendly team, working across teams – grants development, fundraising and marketing alongside the finance and operations team. We are looking for someone with good experience of working in a growing organisation who is able to build good working relationships with colleagues and manage multiple priorities.

Knowledge of basic financial principles and previous experience of working within finance and administrative roles is essential. As well as good communication skills both verbal and written, the candidate will be flexible in the way they work and take the initiative when needed. They will also demonstrate a willingness to learn and an interest in the UK voluntary sector.

This role will be a key part of the finance and operations team and contribute to the team's objectives.

What will you be doing?

1. Grants and Finance Support:

- To support the Finance and Grants teams by liaising with suppliers of items for grants, checking invoices and records, issuing purchase orders and placing orders
- Providing first level support with the grants database system.
- Support with invoice entry and payment reconciliation on the grants system.
- Manage the organisation's petty cash and reconciliation
- Support with processing invoices for payment
- Scanning, filing and logging account documents
- Checking and updating ledger balances using the computerised accounting systems

2. HR Support:

- Support the HR Manager with recruitment and onboarding processes, and other key HR activities, including:
 - Assist the teams with recruitment administrative tasks including posting job adverts on relevant job boards; arranging interviews; responding to job applicants; issuing reference requests; filing of recruitment records.
- Provide support with induction process and induction schedules for new joiners.
- Perform data entry and update records and databases for personnel in the HR Information system.
- Update organisation charts and other key documents and handle confidential information professionally.

3. Reception and Enquiries:

- Welcome visitors at Buttle UK and be the first point of contact for phone calls and visitors, signposting callers and enquiries when Buttle UK cannot assist

- Take responsibility for the out-of-hours voicemail facility and respond to all messages on a timely basis.

- Manage company correspondence including phone calls, emails, letters and packages in accordance with Buttle UK procedures, and distribute to relevant staff.

4. General Administration for the Buttle Office

- Organise set up of meeting rooms ahead of key meetings
- Make travel arrangements and hotel bookings for staff where necessary
- Ad-hoc admin tasks as directed by the Senior Management Team
- Track office stationery levels, including printer requirements and equipment for home-based staff, re-ordering, when required, and maintain relationships with stationery suppliers.
- Oversee day-to-day office functions to ensure the office runs smoothly and efficiently.
- Maintain and organise office files, both physical and digital.
- Support the organisation during office events including staff meetings, team building activities and corporate functions.

This role is perfect if you enjoy a mixture of people-focused and systems-focused tasks. Every day is different – you will receive training and support to succeed in your role.

What We're Looking For:

We're looking for someone who is:

- Organised and reliable
- Friendly and people-oriented
- Comfortable with numbers and systems
- Happy working with multiple teams
- Proactive and keen to learn
- Calm under pressure and able to prioritise

Person Specification

Essential

- At least one year working in an administrative and/or finance role
- General book-keeping and accounting experience - AAT entry level certification desired
- Experience of using databases and spreadsheets
- Experience of providing support to several teams, ability to multi-task and prioritise.
- Experience of dealing with people from a wide range of backgrounds, both on the phone and in person
- Good organisational skills and attention to detail
- Proven IT skills, including Google Suite and Microsoft office
- Strong communication skills
- Willingness to learn new systems (finance, HR, grants)
- A positive, proactive and helpful approach
- Ability to maintain confidentiality

Desirable

- Experience in an admin, finance, HR or customer-facing role
- Experience of using databases
- An interest in learning and development and interest in working within the charity sector

Attitude

- A self-starter with energy and drive, who is willing to respond to what needs doing and to take responsibility for their work
- Efficient, adaptable and proactive approach to working.
- A commitment to promote the best interests of children and young people. Empathetic and non-judgmental towards the needs of children and families living in poverty.

Terms, conditions and our benefits

Terms and conditions

- Salary: £26,972
- Full-time, permanent contract
- Location: Vauxhall, London (Hybrid – 3 days in the office, based in our modern workspace in Kennington Park)
- Normal working hours: Full time - 0900 to 1700, Monday to Friday (some flexibility available)
- The appointment will be made subject to satisfactory references and DBS checks

What we offer

- Hybrid working (c.3 days in the office)
- Strong commitment to staff development
- Cycle to Work Scheme
- Generous 25 days annual leave + Christmas closure + bank holidays
- Employer pension contribution
- Employee assistance programme for staff wellbeing and support
- Life assurance scheme
- Free eye tests and payment of up to £100 for glasses if required
- Enhanced maternity/paternity and sick pay
- Opportunities for career progression in Finance, HR or Operations

How to apply

To apply, please submit your CV and include a supporting statement of how you meet the requirements of this role to recruitment@buddleuk.org

Recruitment timetable

Closing date for applications: 5pm on Monday 23rd February 2026

Interviews: Monday 9th & Thursday 12th March 2026

Please note that we may close the advert for this role early if we receive applications from suitable candidates. We hope you will apply as early as possible if you are interested in the role.



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