



## **Administrator - Finance and Programme**

Ministry of Stories

# Administrator - Finance and Programme

Ministry of Stories

---

Full time (5 days / 35 hours per week), Monday to Friday preferred but flexible

12-month contract, with potential to extend

Salary £22,500

3% employer contribution to pension

Home and Office based, accessible office.

25 days annual leave

Flexible and welcoming team culture, open to exploring individual needs and preferences

Managed by Deputy Director

Application deadline: 1pm Thursday 6th January 2022

Interviews take place on: Tuesday 11th and Wednesday 12th January 2022

If you require a larger format copy of this job description, please contact us at

[kirsty@ministryofstories.org](mailto:kirsty@ministryofstories.org) or call us on 020 7729 4159.

# About Ministry of Stories

---

Ministry of Stories champions the writer in every child.

Co-founded by author Nick Hornby in 2010, we help young people discover their confidence, imagination and potential through the power of their writing. We develop self-respect and communication skills through innovative writing programmes and one-to-one mentoring for children living in under-resourced communities, working in schools, and at our dedicated writing centre in east London. We empower young people to write brighter futures for themselves through the power of their ideas, creativity and imagination.

Inspired by San Francisco's 826 Valencia, you'll find us hidden behind our fantastical shop [Hoxton Street Monster Supplies](#), which has been serving London's monster population (and the occasional human) since 1818. All proceeds from our monstrous offerings such as Cubed Earwax and Thickest Human Snot go back to support our work with young people.

Our programme currently includes:

- Weekly **Community Writing Labs** and holiday programmes for children and young people, hosted at our writing centre in Hoxton
- A **Schools Programme** delivering creative writing-led educational workshops, projects and training that support the school's needs
- A **National Training** offer, supporting cultural and education organisations around the country to embed Ministry of Stories methodology for the benefit of their local children, young people and wider communities

We are looking for an organised and efficient Administrator - Finance and Programme to support the smooth and effective running of the organisation over the next 12 months. The role provides administrative and programme support across:

- Finance including petty cash, invoicing and reconciliation
- Programme administration, including overseeing the evaluation framework admin
- Buildings and maintenance
- General office administration
- IT, equipment, suppliers and services

You will enjoy getting things organised and keeping the organisation running smoothly. You'll have a good awareness of the things that will keep our writing centre and office space safe, efficient and cost effective, and able to anticipate what's going to be needed next. You'll enjoy working across the team and across finance, programme and premises. You will be good with systems and have a great eye for detail.

You will enjoy working in a supportive, busy and fun environment, and will care that we create the best possible opportunities for the children and young people we work with.

This role is subject to an Enhanced DBS check, and has a three month probationary period.

# Main Purpose

---

**To provide administrative and operations support to ensure the smooth and effective running of the organisation.**

## **Specific Responsibilities**

### **1. Financial Administration**

- To process payment of bills, invoicing and expense claims in a timely and accurate manner
- To manage payroll, working with our senior management team and our accountants
- To maintain accurate financial records including budget coding and use of our accountancy software Xero
- To manage petty cash, including weekly reconciliation

### **2. Buildings and Maintenance, Suppliers and Services**

- To oversee all buildings and maintenance related matters, including coordinating and managing external contractors, cleaning and organisational health and safety
- Coordinate annual safety and service checks, including fire, gas safety and PAT testing
- Coordinate annual account renewals, including IT, systems and software services
- To manage service contracts (Gas, Electricity, Water and Waste), ensuring best value for money for the organisation
- To manage and administer all venue hire enquiries and bookings as needed

### **3. Administration**

- To provide administrative support for community writing labs and schools projects
- Oversee administration of the evaluation framework, including the collation of project and training evaluation materials, and contributing to evaluation reports for schools where required
- To manage orders of office supplies and equipment, including IT equipment
- To clerk quarterly evening board meetings for the Ministry of Stories and Hoxton Street Monster Supplies Shop Board, taking accurate minutes and record of actions
- To provide general administrative support, including with HR and contracts, refining and improving systems to ensure efficiency and effectiveness
- To maintain accurate database records and contact lists, including suppliers, contractors, donors and supporters
- To champion Ministry of Stories and our work, including representing the organisation at events and through project visits where required
- To process and maintain systems for reference checks and Disclosure and Barring Service (DBS) checks across staff, volunteers and freelance contractors, alongside the Administrator - Volunteering

# Person Specification

---

## Essential:

- Experience of office administration or management, or relevant transferable experience
- Numerically confident, ideally with experience of financial management, including petty cash, invoicing and billing or payroll
- Experience of working with a wide range of people, and developing and maintaining excellent relationships
- Excellent verbal and written communication and interpersonal skills
- Ability to prioritise, manage multiple projects simultaneously and meet deadlines
- Actively supporting team members and colleagues
- Excellent administration skills and a high standard of written work
- To undertake duties proactively, using initiative and problem solving
- Ability to work flexibly and cooperatively as part of a team and Ministry of Stories as a whole, including confidence to ask for help
- Committed to the principles of Ministry of Stories, including our safeguarding policy, and championing our work with children and young people

## Desirable:

- Working knowledge of finance software (Xero) and database software (Salesforce)
- Data analysis and interpretation, particularly relating to evaluation
- An interest in creative writing, arts and education practice
- An interest in supporting the delivery of our environmental action plan

## Terms and Conditions

---

Post: Administrator - Finance and Programme  
Reports to: Deputy Director  
Peers: Administrator - Volunteering  
Contract Length: 12-months, with potential to extend  
Hours: Full time (35-hours per week). Monday to Friday, preferred but flexible  
Salary: £22,500 pa  
Benefits: 3% employer contribution to pension  
Home and office based  
Wheelchair accessible office and open to discussing any other specific needs  
25 days annual leave and time off in lieu policy  
Employee Assistance Programme  
Flexible and welcoming team culture, open to exploring individual needs and preferences

Deadline for applications: 1pm Thursday 6th January 2022  
Interviews: Tuesday 11th and Wednesday 12th January 2022

To apply, please visit:

<https://ministryofstories.org/about/work-with-us/administrator-finance-programme>

You will need to download and complete our application form and diversity monitoring form, and return them to [jobs@ministryofstories.org](mailto:jobs@ministryofstories.org) by 1pm Thursday 6th January 2022.

If you would prefer to submit a video rather than a written application form, please contact [kirsty@ministryofstoires.org](mailto:kirsty@ministryofstoires.org) and we can discuss how to do this.



**MINISTRY OF STORIES**

Ministry of Stories  
159 Hoxton Street  
London N1 6PJ

020 7729 4159  
[hello@ministryofstories.org](mailto:hello@ministryofstories.org)  
[ministryofstories.org](http://ministryofstories.org)