



Administration & Finance Assistant for the Centre for Sustainable Healthcare (CSH)

- Home-based remote working with monthly travel to Oxford.
- Full time: 37.5 hours per week (30 hours per week on request for the right candidate).
- Salary for full time hours: £25,500 per annum (plus contributory pension).
- 25 days of annual leave per annum plus bank holidays (pro rata if employed at 4 days per week)
- Permanent role.
- Apply by 12 noon on **5 February 2025**
- Expected online interview date: **Tuesday 18 February 2025**

About The Centre for Sustainable Healthcare

The Centre for Sustainable Healthcare is a charity that supports healthcare staff, and the systems they work in to be more environmentally sustainable.

Our Education team provides training in sustainable healthcare and planetary health for health professionals.

Our Clinical Transformation Programme mainstreams environmental sustainability within clinical areas so that it is integral to the planning of health systems and the practice of healthcare professionals.

Our Green Space for Health Programme works to realise the value of the NHS green estate for physical and mental health, supporting NHS sites to develop their green space for the benefit of patients, staff and communities, while improving biodiversity and combatting climate change.

About the role

We are looking for a detail-oriented Administration and Finance Assistant to join our team. You will work with the Chief Operating Officer to ensure payroll, invoicing and finance tasks are completed and with the wider team on administrative support.

Key Responsibilities:

Finance (estimated 60% of work hours)

Working under the direction of the Chief Operating Officer (COO) and external accounting team, and using the Xero finance system to;

- Prepare, send, and chase invoices through co-ordinating with wider team members
- Liaise with accountants & COO to ensure correct income allocation across department codes
- Arrange refund and credit notes when needed
- Order equipment for staff. Complete supplier details requests. Ensure costs are correctly allocated across the department codes on Xero.
- Pay expenses to staff
- Reconcile Xero with bank account
- Deal with external suppliers

Admin and operations (estimated 40% of work hours)

Ensuring the smooth running of CSH operations including:

- Setting up regular team meetings.
- HR systems administration - Keeping track of staff holidays, sick leave. Updating and maintenance of staff details and HR folders.
- Helping with recruitment admin including filing applications, sending replies and responding to queries.
- Organising office days once a month- booking venues, catering and technical support.
- Timely management of CSH general inbox and phonenumber, ensuring there is holiday cover in place when needed.
- General CSH administration; providing additional administration tasks for the CSH team as required.
- Working with the COO and Directors to prioritise continuous improvement and ensure administrative processes are smooth across the organisation.
- Dealing with external suppliers e.g. IT support, software providers.
- Ensuring compliance with health and safety standards is facilitated and prompted across CSH (e.g. Display Screen Equipment training).
- Administrative support to new starters.
- Supporting offboarding of staff: calculating remaining annual leave, supporting leavers with handover, arranging leaving card and gifts, ensuring recovery of CSH assets; IT equipment, systems access and software etc.
- Supporting COO with EDI initiatives and actions (RACE report etc.).

About you

We are looking for an organised individual who is confident with IT, quick to learn and who enjoys working as part of a team. We are keen to work with motivated self-starters and are particularly looking for individuals with the following specifications:

Person Specification

Skills and experience	Essential	Desirable
Knowledge/experience <ul style="list-style-type: none"> • Experience working in an administrative role • Experience in Payroll processes • Confidence with remote working • Knowledge of the UK healthcare sector 	E E E	D
Education/Training <ul style="list-style-type: none"> • GCSE or equivalent in Maths and English • Relevant training or experience in IT systems 	E	D
Information technology <ul style="list-style-type: none"> • Proficient in Microsoft Office applications, particularly Word and Excel • Knowledge of Microsoft 365 • Knowledge of digital platforms, e.g. Teams, Zoom • Familiarity with anti-virus software • Knowledge of Xero or similar accounting system 	E E E	D D
Interpersonal skills <ul style="list-style-type: none"> • Good at relationship building. • Excellent verbal communication • Able to work independently as well as part of a team • Professional and conscientious approach to work • Strong attention to detail 	E E E E E	
Other skills <ul style="list-style-type: none"> • Excellent administrative management skills • Good organisational and time management skills 	E E	
Attributes <ul style="list-style-type: none"> • Adaptable and able to cope with complex, changeable task list • An interest in sustainability, climate change, and health. • Keen to serve an integral role to delivering high value work on climate action 	E	D D

How To Apply

Please email a cover letter and CV to Info@sustainablehealthcare.org.uk

Your cover letter should detail **how you fit the Person Specification** and be no longer than two pages long. Your application will be assessed solely by how well you fit these requirements and to what extent you demonstrate your experience and/or knowledge of the tasks you will be required to complete.

- **Closing date:** 12 noon on **5 February 2025**

For any questions, please contact info@sustainablehealthcare.org.uk

Location

The role may occasionally require travel within the UK. We encourage the use of sustainable travel wherever feasible. CSH is based in Oxford, UK. Staff are requested to attend team meeting days in person once a month. Travel costs for attending these meetings are reimbursed.

Appointment

This is a full-time post at a salary of £25,500 per annum, plus contributory pension. 25 days of annual leave per annum plus bank holidays. The appointment is for a permanent position. You will be based remotely but should be able to come to team meetings in Oxford at least once a month. A CSH laptop computer is provided.

Benefits

CSH is a registered charity, and our salary levels are competitive within the charity sector. We aim to increase salaries in line with cost-of-living at least annually. Working with CSH has many additional advantages: CSH cares for every staff member as a whole person and as a valued part of the team; CSH provides support for people working in different circumstances and is flexible in terms of working patterns to accommodate individual needs. CSH provides weekly staff online yoga classes, a regular book group, and is open to other ways for remote working staff to come together as individuals.

Equal opportunities and eligibility to work in the UK

As an equal opportunities employer, The Centre for Sustainable Healthcare is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

The Centre for Sustainable Healthcare aspires to be a diverse and inclusive workplace and strongly encourages suitably qualified applicants of the global majority, people with disabilities and men to apply, as these groups are currently under-represented in the organisation.

If you require reasonable adjustments at any stage of the application process, please contact info@sustainablehealthcare.org.uk

Please note, we have a legal responsibility to ensure that all our workers and employees have the legal right to live and work in the UK. As such you may be asked to provide proof that you have the right to work in the UK.

Data Protection

CSH is committed to ensuring your data is protected and is only used in line with GDPR guidelines and we do not collect unnecessary personal data from applicants during the recruitment process. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job. Please see our [privacy policy](#) for more information.