

Finance Administrator (Maternity cover)

Job Description and Person Specification

Role Overview

Job title	Finance Administrator (Maternity cover)
Salary	£28,860 pro rata per annum (£11,544)
Location	DSMF office (Purley, CR8 2BR)
Contract type	12 months fixed term (maternity leave cover)
Hours of work	15 hours/week (0.4fte) Flexible working around core hours of 10am – 3pm
Reporting to	Head of Operations
Closing date	26th September 2026
Summary	You will work closely with the Head of Operations to coordinate the administration of the Foundation's income and expenditure.

Interviews will be held week beginning 5th October 2026.

Start date as soon as possible.

Appointment will be subject to satisfactory Disclosure and Barring Service (DBS) check and references.

The Daniel Spargo-Mabbs Foundation is a drug and alcohol education charity, founded by Fiona and Tim Spargo-Mabbs in 2014 in response to the death of their 16-year-old son Dan having taken ecstasy. The charity aims to support young people to make safe choices and reduce harm, through increasing their understanding of the effects and risks of drugs and alcohol and improving their life skills & resilience. We work with young people, parents, teachers and professionals, in schools, colleges and communities across the UK. For more information see www.dsmfoundation.org.uk

JOB DESCRIPTION

Key responsibilities:

Finance Administration:

- Prepare and process invoices using QuickBooks accurately and in a timely manner.
- Monitor and chase unpaid invoices and provide debtor reports for Trustees.
- Assist with monthly reconciliation and data entry into finance systems
- Coordinate monthly sessional invoices and expenses, ensuring relevant checks, approval and recording
- Process weekly online bank payments.
- Maintain accurate financial records and filing systems for financial records and documentation.
- Liaise with Fundraiser to reconcile income from donations and fundraising campaigns into QuickBooks and Beacon
- Regularly report and maintain accounts payable function in QuickBooks.

- Support month-end and year-end closing processes.
- Assist with payroll processing and reporting.
- Work collaboratively with colleagues to ensure accurate recording and monitoring of grants & restricted funding.
- Respond to internal and external finance-related inquiries.
- Ensure compliance with company policies and relevant financial regulations.
- Bank cheques and other donations as required.

General admin support: (ad hoc)

- Ensure supplies of internal and external resources are maintained, monitoring supplies and ordering as required.
- Support in person external events and training as required.
- Provide additional administrative support to the staff team as needed.

Other:

- Communicate positively, effectively and proactively with all members of Team Dan – staff, contracted workers, and volunteers and Trustees.
- Fully integrate equalities issues into all aspects of the work and where appropriate involve beneficiaries in the work of the Foundation.
- Be self-servicing in terms of all administration and use of IT, using a range of software and systems.
- Undertake any other tasks as required by the Foundation which are commensurate with the level of the post.
- Promote the aims, objectives and profile of the Foundation.

Person Specification (A = assessed by application; I = assessed by interview)

ESSENTIAL	DESIRABLE
Knowledge and experience	
• Experience of finance administration (A/I)	• Experience of working within a charity / social enterprise (A/I) •
Skills and qualifications	
• Excellent IT skills with proficiency in using a variety of IT packages (including MS Excel, Gmail, accounting software) and a track record in learning/using other software packages (A/I) • Excellent organisational skills with experience of making efficient use of limited resources (A/I) • Ability to communicate effectively, both in writing and orally (A/I) • Excellent time-management and multi-tasking skills (A/I) • Creative problem solving (A/I) • Attention to detail (A/I) • Ability to handle sensitive information with discretion and confidentiality (A/I)	
Key competencies	
• Ability to work within a team as well as independently (A/I) • Ability to use own initiative (A/I) • Enthusiastic, self-motivated and flexible (A/I) •	
Personal qualities	
• A genuine passion, commitment and motivation to support young people to make safer choices about drugs (A/I) • Able to work flexibly (A/I)	
Other	
• Must be eligible to work in the UK (I)	

Application instructions:

If you are interested in joining the team and meet the essential criteria for this post, we'd love to hear from you. Please send your completed application form, referring to the person specification to focus on what you would bring to the post.

Send applications to: hr@dsmfoundation.org.uk

If you would like to have an informal conversation about the role please contact Caz Heath on caz@dsmfoundation.org.uk.

Application deadline: 26th September 2026

Interviews: week beginning 5th October 2026

Start date: As soon as possible

Thank you for your interest in this post.