



Patron: HRH The Duke of Cambridge  
Chair: Arunma Oteh

Job Title	Administrative Manager
Contract	Maternity cover (1 year)
Reporting to	Deputy Director
Salary	£160/day (min. 4 days a week)
Leave allowance	25 days plus days off between Christmas and New Year

## Introduction

The Royal African Society (RAS) is the UK's leading Africa organisation with a global reach. Now more than 120 years old, we are an independent, not-for-profit membership society that works to foster a better understanding of Africa and its relationship to the rest of the world. Based at SOAS, part of the University of London, the RAS promotes Africa in the spheres of business, politics, education, academia, arts and culture. Below is a snapshot of what we do:

- In partnership with OUP, we publish [African Affairs](#), the world's top African Studies journal, and have access to the latest academic research through our joint membership and coordination of the [African Studies Association of the UK](#) (ASAUK).
- We administer the [Africa All Party Parliamentary Group](#) (AAPPG), raising the profile of Africa in Westminster.
- We run the leading news and analysis site [African Arguments](#), and in partnership with ZED Books, we also publish the book series of the same name.
- We engage companies working in Africa through our high profile [business programme](#).
- We host the esteemed [Annual Lecture](#), as well as over 70 [public events](#) every year.
- We organise two highly popular annual cultural festivals, [Africa Writes](#) and [Film Africa](#), helping to mainstream Africa's creative outputs.

## Job Description

The Administrative Manager will report to the Deputy Director and will work to ensure the overall smooth running of the RAS' day-to-day operations. Responsible for the organisation's financial and general administration, some governance and management support, this is an interesting and varied role as part of a small, close-knit team. Either working in our friendly, flexible offices/or from home, the Administrative Manager will be in charge of the following main tasks and responsibilities:

### Financial Administration

- Manage all RAS transactions through Xero accountancy system, ensuring all invoices and financial information is logged clearly and accurately
- Raise invoices and chase / manage debtors as required
- Process all payments (including international) on behalf of the RAS, once approved according to the existing financial controls procedure
- Save and print all monthly financial institution statements
- Assist in the creation of budgets for projects/bids
- Membership financial administration



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On a monthly basis:

- Reconcile the RAS' accounts on Xero with online banking on a monthly basis
- Meet RAS programme staff to help monitor income and expenditure of all individual budgets, including Africa Writes and Film Africa festivals, producing actual figures every quarter
- Meet with other members of the team for fundraising updates, corporate membership updates (bi-weekly) and organisation-wide financial updates (bi-weekly)
- Liaise with payroll provider for staff payroll management
- Submit pension contributions to pension provider

On a quarterly basis:

- Assist the Consultant Accountant in compiling financial reports and budget forecasts for meetings of the RAS Council
- Process VAT returns

On an annual basis:

- Assist Consultant Accountant with the annual audit by providing relevant information
- Submit annual returns
- Review & arrange Libel and Contents insurance on an annual basis and make payments

#### **General Administration**

- Act as the first point of contact for the RAS, dealing with general queries in person, by email and over the phone, fielding specific requests to the appropriate staff member
- Provide administrative support to our affiliated academic association ASAUk, as required
- Liaise with OUP & the *African Affairs* Journal Editors regarding any administrative issues
- Liaise with SOAS infrastructure regarding IT and RAS' occupancy of its office space
- Ensure the RAS' compliance with the Charity Commission and other financial regulatory requirements
- Coordinate monthly team meetings
- Carry out general duties – incl. filing, photocopying, managing post, room bookings, minute-taking, etc – as required
- Monitor and order office stationery and other supplies as and when required

#### **Governance & management**

- Coordinate the Mary Kingsley Zochonis Lecture Trust (MKZLT) biennial lecture
- Liaise with RAS Treasurer and coordinate Finance & Audit Sub-Committee meetings
- New starter set up
- Liaise with the pension company, The Pension Trust, as required
- Manage admin of HMRC and payroll matters relating to staff, as required

#### **Person specification**

Organised, detail-orientated, with own initiative and a strong work ethic, the successful applicant will have the following experience, skills & abilities, and personal attributes:



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### Experience

Experience in financial administration and managing budgets	E	
Experience in an administrative management role		E
Experience in the preparation of management accounts, budgets and forecasts	E	
Experience using Xero or familiarity with another accounting software	D/E	

### Skills & Abilities

Excellent organisational skills and attention to detail	E
Proficient standard IT skills (Word, Excel, Powerpoint, etc)	E
Excellent written and oral communication skills	E
Excellent punctuality and time-management	E
Ability to manage a varied workload and respond to changing priorities	E
Ability to establish productive relationships with people at all levels	E
Ability to work independently and as part of a small team	E
Effective team-player and ability to motivate others	E

### Personal Attributes

Enthusiastic, self-motivated, flexible, professional and personable	E
Trust-worthy and with high regard for confidentiality	E
Positive and adaptable approach to problem-solving	E
Commitment to the values and work of the RAS	E
Knowledge of African issues and the international politics of Africa	D

**To apply, please email [ras@soas.ac.uk](mailto:ras@soas.ac.uk) with your CV and a covering letter explaining why you think you are suitable for the role addressing the points in the person specification above.**

**The closing date for applications is 30th of August.**

**Candidates should have the right to live and work in the UK.**

**N.B. Due to the large number of applications we usually receive, we will only be contacting applicants shortlisted for an interview.**