



Candidate Information Pack

Finance & Office Administrator role (Full-Time)

1. Welcome letter from the Chief Executive	2
2. The Role	3
3. About Buttle UK	3
4. Our Vision, Mission and Values.	3
5. What does the role entail?	4
6. What will you bring to the role?	5
7. Our Commitment to Equity, Diversity & Inclusion	7
8. Our Benefits	7
9. How to Apply	7,8
10. Appendix Organisational chart	9

1. Welcome letter from the Chief Executive Officer

Thank you for your interest in this role at Buttle UK. At Buttle UK, we are driven by a single, powerful vision: poverty and crisis should not define a child's future. For nearly 80 years, we've been dedicated to supporting children and young people facing profound challenges. As we embark on our ambitious 2025–2030 strategy, we're not only offering immediate aid; we're also committed to tackling the systemic issues that trap children in cycles of poverty.

This is a pivotal moment for our organisation. We're proud to have supported over 27,000 children through our Chances for Children grants in the last five years, but the need continues to grow, with 4.5 million children in the UK currently living in poverty. Our new strategy has three bold aims:

Delivering Impactful Grants: We'll continue to provide fast, flexible, and essential grants, while also deepening our support for those with the most complex challenges and evolving our grant model to be even more empowering and equitable.

Amplifying Our Voice for Change: We'll leverage our research, data, and co-production work to influence policy and practice, advocating for families failed by existing systems.

Harnessing Our Resources: With a strong endowment and ambitious fundraising goals, we are investing in partnerships, innovation, and infrastructure that will ensure we can support even more children in the years to come.

This strategy was developed through deep collaboration—with our staff, trustees, funders, and importantly, young people. Their lived experience and insights continue to guide our work, ensuring we remain child-focused, empathetic, responsive, collaborative and accountable. You can read about our 2025-30 strategy in more detail [here](#)

The finance and office administrator will provide support and partner across all teams at Buttle UK; ensuring the smooth running of the office and the postholder will help us to become more efficient and effective in bring our vision for children and young people to life.

Thank you for considering being part of our journey. We're ready to meet the challenges ahead— head-on, and together.

I hope you would like to play a part with us in supporting children and young people in crisis and I look forward to hearing from you.

Joseph Howes



Chief Executive

Buttle UK

2. Role overview

The finance and officer administrator role is an integral part of Buttle UK, working across teams – grants development, fundraising and marketing along with the finance and operations team to support the delivery of our work. 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 will be helpful. 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 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.

3. 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 at <https://buttleuk.org/our-impact-in-24-25/>.

4. Our Vision

Poverty and crisis does not define a child's future

Our Mission

The maintenance, education and advancement in life of children and young people who through poverty and family circumstances are in need of, and will benefit significantly from, Buttle UK's support.

Our Values

Child-focused. We put children and young people first in the decisions we take. They are the focus of all our efforts and energy.

Empathetic. Empathy and compassion are central to our work with children, young people and families. We act with respect for all people, communities and cultures, and value this in our wider team as well as our grant-making.

Responsive. We are responsive to the needs of children and young people, with a focus on providing swift decisions. We listen and adapt so that we can do better in all aspects of our work and deliver more for those we support.

Collaborative. We collaborate in order to create chances for children and young people that are significantly disadvantaged by crisis and poverty. It is only through working in partnership that we can be truly successful.

Accountable. We are accountable to children, young people, and all those with whom we work. By recognising and acting on this accountability, we will most effectively and appropriately serve the communities for which we exist and deliver the best possible service to meet their needs.

5. What does the role entail?

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.
- 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.

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

HR Support:

Support the HR Advisor 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.
- Performing data entry and updating records and databases for personnel in the HR Information system.
- updating organisation charts and other key documents.
- Comfortable handling confidential information

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

6. What will you bring to the role?

Experience

1. At least one year working in an administrative and/or finance role.
2. General book-keeping and accounting experience - AAT entry level certification desired.
3. Experience of using databases and spreadsheets
4. Experienced of providing support to several teams, ability to multi-task and prioritise.
5. Experience of dealing with people from a wide range of backgrounds, both on the phone and in person.
6. Excellent organisational skills and a keen eye for detail
7. A self-motivated problem solver
8. Able and willing to learn quickly, be adaptable, flexible and work within the changing context of a growing organisation.
9. Have well-developed interpersonal skills working independently and as part of a small team and collaborating well with colleagues.
10. An interest in learning and development and interest in working within the charity sector
11. Honest, polite, reliable, resourceful, punctual and committed

Skills & Abilities

1. Ability to work and communicate with a diverse body of individuals, both written and verbal
2. Proven IT skills, including Google and Microsoft office
3. Able to contribute to the team as a whole and be responsive to requests for assistance
4. Excellent telephone manner and customer service skills
5. Attention to detail a high standard of literacy and numeracy
6. Multi-tasking and time management skills with the ability to prioritise tasks across teams
7. Able to maintain confidentiality of information held by the Charity and also to be sensitive to the needs of the families and young people who are supported by Buttle.

Attitude

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

All staff are expected to:

- Be aware of and committed to the ethos and values of Buttle UK
- Take an active role in the development and implementation of Charity policies and in the whole life of the Charity
- Ensure that there are equal opportunities for all
- Adhere to Charity policies and procedures
- Be fully committed to safeguarding and promoting the welfare of children and young people

7. Our commitment to equity, diversity and inclusion

Buttle UK recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.

To support anyone looking to work with us, we commit to:

- Paying for childcare for the hours in and around the interview process.
- Paying for your travel costs to the office and back for interviews, if these are held in person.
- Making any reasonable adjustments to support your needs in the application and interview process.

Terms and conditions

- Starting salary: £25,066 to £26,480 dependent on experience
- Permanent full-time position
- Start date: As soon as possible
- Normal working hours: Full time - 0900 to 1700, Monday to Friday
- The appointment will be made subject to satisfactory references and DBS checks

Buttle UK is committed to safeguarding and promoting the welfare of children.

Applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.

8. Our benefits

- Defined contribution pension scheme (with 7% employee and employer contribution)
- Annual Personal Development Allowance
- Cycle to Work Scheme
- Access to our Employee Assistance Programme for staff wellbeing and support
- Life assurance scheme.
- Generous annual leave entitlement of 25 days + bank holidays (pro-rated)
- 3 days office closure (pro-rated)
- Free eye tests and payment of up to £100 for glasses if required
- Annual personal development allowance
- Enhanced maternity/paternity and sick pay

9. How to apply for the role

To apply, please **complete the application form which is included with this job advert and include a supporting statement of how you meet the requirements of this role to recruitment@buttleuk.org by 5pm on Thursday 20th November 2025.**

We want to meet the aims and commitments set out in our [Equity, Diversity & Inclusion strategy and policy](#). This includes not discriminating under the Equality Act 2010, building an accurate picture of the make-up of our workforce, and those who apply to work at Buttle UK. We need your help to collate this information by completing [this anonymous EDI monitoring survey](#), which cannot be traced back to an individual. The information given by candidates will be solely used for the purpose of reviewing and improving the recruitment process.

Recruitment timetable

Closing date for applications: 5pm on Thursday 20th November 2025

Interviews in person: Wednesday 26th & Thursday 27th November 2025

Second stage interviews online (if needed): Monday, 1 December 2025

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.

Appendix – Organogram

Organisational Structure

