



Background: Coal Action Network

Coal Action Network is a not-for-profit campaigning organisation which seeks to end the UK's use and support of coal, as well as supporting related campaigns against fossil fuels.

We have made significant contributions to stopping new UK open cast coal mining, raising the profile of metallurgical coal mining such as the West Cumbria Mine, and playing a key role in the international network of insurance campaigns. Currently we are engaging in tactics that range from street-based creative action, to online mass mobilisations, legal challenges and corporate engagement, and strengthening networks. We always centre front line communities directly affected by coal and fossil fuel extraction and practice on-the-ground solidarity as well as platforming stories and voices.

CAN currently consists of a five-person team of part-time campaigners who jointly run the operational duties of the organisation under a flat pay and non hierarchical decision-making structure.

Read more here about [CAN's Vision & Mission](#)

The Role

Job Title: Operations Administrator (Finance)

Salary: £31,200 Pro rata FTE

Hours 21 hours per week (3 days)

Place of work: Remote

Contract type: Permanent

Application closing date : Tuesday 4th April (midnight)

Interview date: Thursday 13th April

Start date (negotiable): 12th June

Job purpose

Coal Action Network is seeking an experienced operations administrator, with a particular focus on finance, to support a small but growing flat-structured staff team following our transition to a formalised employer status with PAYE.

As well as carrying out daily tasks to maintain the organisation's finances and legal compliance as an employer, you will be empowered to improve, design, and

implement systems to make the organisation function optimally. As part of a non hierarchical organisation you will have equal agency as other members of CAN in key decisions affecting the organisation and upon passing probationary period, you will have the option to become a Co-Director of the organisation.

Responsibilities

Finance

- Admin
 - Implement, maintain, and improve efficient and effective finance systems to meet the changing needs of the organisation
 - Bookkeeping and reconciliation of income and expenditure through QuickBooks Online
 - Work with our external agency on CAN's payroll functions, including calculating changes to monthly payroll amounts
 - Manage staff access to bank accounts and online banking
 - Prepare starters and leavers pay calculations
 - Pay on time invoices, monthly payroll, and HMRC contributions (as calculated by an external agency)
- Reporting
 - Input budgets into QBO and report expenditure against budgets on a monthly basis to the team
 - Work with external agency to prepare annual accounts for sign off by Directors and filing them with Companies House
 - Prepare end-of-period accounts for Funders
 - Prepare and present information that will support decision-making about financial and other operational matters, such as financial forecasting, identifying funding gaps

Operations

- Take and/or share responsibility for a range of other short-term operational tasks which are shared and sometimes rotated among the CAN team e.g. organising an away day, preparing funding bids, improving internal comms, participating in hiring processes etc. These responsibilities can be tailored to your expertise and interests.
- Ensure CAN complies with legal requirements and good practice, keeping up to date with changes to the law affecting employers and employees
- Support the development of CAN's policies and practices.

Person Specification

To be successful in this role, you will have previous experience working in a similar



finance role, with a hands on approach in order to deal with the day to day operations.

- Experience of bookkeeping
- Experience of designing and/or implementing financial systems.
- Excellent numeracy and financial awareness, with high levels of attention to detail.
- The ability to present financial data in a concise and understandable format.
- A problem-solving attitude and a drive to improve how we do things.
- Ability to meet deadlines and prioritise tasks, and be flexible according to the needs of the organisation.
- Experience of taking collective decisions in a non-hierarchical space such as a co-op, volunteer group, activist collective or flat-structured workplace
- Ability to work as part of a team, including highly effective communication and interpersonal skills.
- Commitment to the goals of the climate justice movement, and support for the Vision, Mission & Demands of CAN, including an understanding of and commitment to Equity, Diversity and Inclusion.

Desirable

- Familiarity with Quickbooks Online or similar.
- Part qualified accountant or AAT
- Intermediate level Excel skills

How to Apply

Please read the Recruitment pack, which includes Job Description and Person Specification before applying for this role.

- **Please provide a CV and up to two pages of text addressing how you meet the points in the person specification, giving examples of relevant experience (paid or voluntary).**
- **Please provide contact details (email and phone number) of two referees** who can comment on your suitability for the role (in a paid or voluntary capacity, not a family member or partner/spouse).
- **Please complete and return an Equal Opportunities Monitoring form** (this will be processed anonymously)

Deadline for applications is midnight Tuesday 4th April 2023



Please send all applications and queries to isobel@coalaction.org.uk with the word 'Application' in the subject line, stating which role you are applying for.

Recruitment Process

You will be contacted by Friday 7th April 2023 to confirm whether you have been shortlisted and offered an interview.

Interviews will take place on Thursday 13th April

Interviews will take no more than one hour and will take place on Zoom. Please advise us if there are any accommodations you will require in order to attend the interview and participate fully in it.

We will advise you 24 hours in advance of the kinds of questions we will be asking you to allow you some time to prepare. We see the interview as a two-way process, so you'll be invited to challenge us or ask questions at any point.

If we are able to offer you the role will be notified by 14th April

Ideal start date for the role is w/c 12th June 2023 but this is negotiable and can be as late as July 2023.

Inclusive Hiring Commitment

We particularly welcome applicants from backgrounds currently under-represented in paid roles in the UK environmental movement, including people from BAME and migrant backgrounds, refugee backgrounds, people who identify (or have identified in the past) as working class, gender diverse people, people with disabilities, and people from or based in the North of England, Wales and Scotland.

If our equal opportunities monitoring indicates that we have not received a diverse range of applications then we will re-open the application process, in which case you will be notified and your application will be automatically re-submitted.

If a final decision rests on two applications of equal standard, the principle of ['positive action'](#) will be applied with regard to protected characteristics.

Home and office working can be supported with equipment if necessary



We are committed to improving our commitment to diversity and inclusion, and to decolonising the environmental movement. We welcome applications from people who will challenge us to go further in doing this.

Please contact us if you have questions or comments regarding accessibility and inclusivity or about other aspects of the job advert or recruitment process.

Please inform us if you would need paid childcare cover or any adjustments relating to disability in order to attend an online interview.

Workplace details

We are a remote-working organisation looking to grow from a 5-person to a 7-person staff team.

We meet on zoom twice weekly: once as a whole team and once to work on our campaign projects. In between we communicate using email, slack and Signal. We meet in-person several times a year.

We all work part time and are supportive of flexible working arrangements alongside core hours. We are sometimes required to work outside of normal office hours, for example to attend events.

We are a non-hierarchical organisation, so we do not have managers or bosses but make agreements and decisions by consensus, and direct our own workloads collectively and individually. We have equal say in decisions affecting our work.

We support our staff with a range of enhanced leave options and employment terms in our contract.

We are registered as a not-for-profit company limited by guarantee and as such are legally required to have directors who take legal responsibility for the organisation. To maintain a commitment to non-hierarchy, all employees are encouraged to become directors, but this is entirely optional.

We recognise that non-hierarchical organisations are not immune to creating barriers to participation in the workplace, so we encourage people to challenge us to improve and adapt our workplace policies, structures, internal communications and working culture to become more inclusive.