



Trade Sexual Health

Finance and Administrative Officer Job Description

About Trade

Trade Sexual Health (Trade for short) is a small, but impactful, LGBTQ+ health and wellbeing charity based in Leicester. We currently have eight staff and more than 40 volunteers.

Trade began as a grassroots gay community response to HIV in Leicester in the late 1980s. Throughout the 1990s, Trade worked in creative ways to spread information about sexual health and HIV prevention to gay, bisexual and other men who have sex with men in the city (GBMSM). We are now expanding the range of services we offer to meet the needs of the whole LGBTQ+ community and all people living with HIV locally.

Trade has been a registered charity since 2000. Over the last 25 years, the core of our work has been focused on improving the sexual health of gay and bisexual men across Leicester, Leicestershire, and Rutland. We have always taken a holistic approach to understanding and addressing the range of issues that might impact on gay and bisexual men's capacity to look after their sexual health. As a result, we started a counselling service – Approach Counselling – to support community members to improve their mental wellbeing. We are conscious that Leicester is a 'super diverse' city, to ensure we reach and meet the needs of LGBTQ+ people and people living with HIV from different ethnic, religious, and cultural backgrounds. For a small charity, Trade has always 'punched above its weight' and we have a national profile for the innovative sexual health work we do.

We currently hold contracts to deliver sexual health promotion and HIV prevention outreach to LGBTQ+ people and others who experience health inequalities in the City of Leicester, Leicestershire, and Rutland. We also provide HIV Peer Support work in Northamptonshire.

Over recent years, we have taken the decision to expand our services to meet the needs of the whole LGBTQ+ community locally (and, with ambitions to work more regionally across the East Midlands). To this end, we are campaigning to improve access to healthcare for trans and non-binary people locally, launched a new social and support group for LGBTQ+ people who are neurodivergent, and

have run a community safety project to monitor anti-LGBTQ hate crimes and help the community stay safe.

Finance & Administrative Officer

Salary Grade:	£25,000 to £26,500 (pro rata, depending on experience)
Hours per week:	19.5 hours per week (with a high degree of flexibility available around working pattern)
Holiday Entitlement:	25 days plus bank holidays (pro rata)
Employer Pension Contribution:	5%
Salary Review:	annually by Board of Trustees
Contract Term:	Fixed term until 31 March 2026 (with the possibility of extension, depending on funding)
Probationary period:	2 months
Notice period:	1 month

Job Purpose:

The primary purpose of this role is to provide essential internal support to our team. This part-time role plays a key part in ensuring the smooth running of our operations, including financial, administrative, and logistical tasks. You will work closely with staff and volunteers to maintain efficient systems and processes that underpin our service delivery. The postholder will be responsible for:

- Undertaking day-to-day financial processes such as invoicing, petty cash management, and expense tracking.
- Using finance applications such as Sage to undertake accurate and timely bookkeeping, banking reconciliation, and financial reporting.
- Providing general administrative support to staff and volunteers, including managing correspondence, scheduling meetings, and maintaining accurate records both physical and digital.

Accountability / Reports:

The post-holder will report to the Operations Manager and will supervise any volunteers whose work falls within the operational remit of the post.

Peer staff supervision for project specific responsibilities.

All positions are monitored by the Trade Board of Trustees and will be responsible to this Committee.

Duties and responsibilities must always be undertaken with due regard to the service principles of the organisation and in accordance with Trade Policies and Procedures, as well as all other policies and procedures by which Trade is contractually bound.

Job Activities

The post-holder will:

- Undertake day-to-day financial processes such as invoicing, petty cash management, and expense tracking.
- Use finance applications such as Sage to undertake accurate and timely bookkeeping, banking reconciliation, and financial reporting.
- Provide general administrative support to staff and volunteers, including managing correspondence, scheduling meetings, and maintaining accurate records.
- Maintain and update internal databases, including service user and volunteer records.
- Assist in the coordination of internal meetings, training sessions, and organisational activities.
- Order and manage office supplies and resources (including stocks of condoms and other supplies for our health promotion work).
- Maintain records of compliance with data protection regulations and organisational policies, including safeguarding.
- Contribute to the development and improvement of internal financial and administrative systems and procedures.

Working Conditions

- the post is office-based

- occasional evening and weekend working may be necessary, for which TOIL can be accrued

General

The post-holder will be expected to:

- attend regular team meetings and staff training days
- contribute to professional working relationships and engage effectively with other partners to promote Trade services
- ensure that all premises are safe and secure for staff, volunteers, and service users
- share in domestic tasks with other staff members and volunteers
- undertake any other duties which may be reasonably required by the Trade Board of Trustees

Disclosure and Barring Service (DBS)

Enhanced DBS disclosures will be requested on appointment.