

# Senior Finance and Operations Officer - Job Description and Person Specification

## Recruitment pack July 2025



July 2025

Dear Applicant,

At the **Holocaust Memorial Day Trust**, we are building a diverse and inclusive team to support our core goal of “learning from genocide to build a better future”.

We engage with communities of all faiths and backgrounds to educate on and commemorate the Holocaust and recent genocides.

### How do we do that?

**Holocaust Memorial Day Trust** encourages remembrance in a world scarred by prejudice and systematic, targeted persecution. We bring people together to learn more, empathise more, and do more. We promote and support **Holocaust Memorial Day (HMD)** – the international day on 27 January to remember the 6 million Jews murdered during the [Holocaust](#), and millions more people murdered through the [Nazi persecution of other groups](#) and in the [more recent genocides recognised by the UK government](#). We also mark the genocide in [Darfur](#).

27 January marks the anniversary of the liberation of Auschwitz-Birkenau, the largest Nazi death camp.

The Holocaust threatened the fabric of civilisation, and discrimination and persecution must still be resisted every day. Our world often feels fragile and vulnerable, and we cannot be complacent. Wherever it takes place, including in the UK, prejudice and the language of hatred must be challenged by us all.

HMD is for everyone. Each year across the UK, we bring people together to learn more about the past, empathise more with people today, and work to build a better future.

Together we bear witness for communities who suffered attempted annihilation and honour the survivors and all those whose lives were changed beyond recognition.

### Who are we looking for?

**HMD** is for everyone, so the **Holocaust Memorial Day Trust** is for everyone too. We deliver with a team of diverse faiths, backgrounds and experience. We aim to be a

# Senior Finance and Operations Officer - Job Description and Person Specification

## Recruitment pack July 2025



diverse and inclusive organisation, and we strongly welcome applications from BAME and disabled candidates.

Most of all, we want people of all backgrounds who are passionate about our goals and want to work towards a world without identity-based violence.

**Please note we are not in a position to sponsor visas so applicants should already hold a right to work in the UK. Applicants should also reside in the UK.**

Application for the post of Finance and Operations Officer.

Below you will find further information about the application process and the Holocaust Memorial Day Trust (HMDT).

We will select people to interview using the information you provide in your CV and a cover letter of no more than two pages addressing the following points:

1. Why do you want to work at HMDT?
2. Why do you want the role?
3. How do you meet the person specification?

It is important you demonstrate your ability to undertake the role by providing evidence against the **person specification** as we will select people to interview using the information you provide in your **cover letter**. Please also consider completing the optional Equality and Diversity form found [here](#) (the password is HMDT) and submit with your application.

Please send your CV, cover letter and Equality and Diversity form by email to [recruitment@hmd.org.uk](mailto:recruitment@hmd.org.uk). Please note we will **only accept applications by email**.

This is an open recruitment process, and we will appoint as soon as we identify an excellent candidate, please apply at the earliest opportunity.

If you would like to discuss any aspect of this role or the application process, please contact [recruitment@hmd.org.uk](mailto:recruitment@hmd.org.uk) or call 020 7785 7029.

If you have any access requirements, please notify us in advance and we will do all we can to accommodate you.

# Senior Finance and Operations Officer - Job Description and Person Specification

## Recruitment pack July 2025



### Job Description and Person Specification

<b>Reporting to</b>	Chief Operating Officer
<b>Direct reports</b>	0
<b>Location</b>	Vauxhall, Central London
<b>Starting salary</b>	£35,364 - £39,635 Full time, inner London weighted (We may consider more for exceptional candidates)
<b>Salary scale</b>	23-27

<b>Annual leave</b>	25 days per annum (increase by 1 day after two years' service up to maximum of 5 additional days after 5 years of service)
<b>Hours</b>	<p>35 hours per week</p> <p>Office hours are 9am – 5pm Monday to Friday, hybrid working with minimum 3 days in London office (Tuesday/Wednesday/Thursday) rising to 4 days per week during the HMD period.</p> <p>Occasional hours outside of these will be necessary for which TOIL will be granted</p> <p>HMDT seeks to work inclusively and with a diverse team.</p>

### Job purpose and role

The Senior Finance and Operations Officer plays a key role in supporting the financial health and operational effectiveness of the charity. Reporting to the Chief Operating Officer, this role is responsible for day-to-day financial management, compliance, and operational support, ensuring the smooth running of internal systems that underpin the organisation's mission.

The postholder will be responsible for maintaining accurate financial records, processing income and expenditure, supporting monthly reconciliations, and contributing to the preparation of management accounts and annual audits. They will assist in developing budgets and forecasts, monitor financial performance against targets, and ensure that financial procedures are followed in line with charity sector regulations and internal controls.

# Senior Finance and Operations Officer - Job Description and Person Specification

## Recruitment pack July 2025

In addition to finance, the Senior Officer will support operational areas including HR administration, procurement, IT coordination, IT support, office systems, and governance processes. They will work closely with teams across the organisation to ensure efficient and effective support services, contributing to a high-performing and well-governed charity.

This role requires strong numeracy, attention to detail, and the ability to manage multiple priorities. The successful candidate will be a collaborative team player with a proactive approach, capable of working independently while providing high-quality support across functions. This role is split 40% finance and 20% operational, 20% HR and 20% IT support.

### Main Responsibilities

- Undertaking the book-keeping function (eg bank reconciliations, checking and setting up payment runs)
- Supporting the COO with financial and fundraising matters
- Be the organisational IT lead (eg provide hands-on support with computers, manage the relationship with the external IT support company)
- Responsible for maintaining and updating the charity's CRM database to ensure accurate, secure, and accessible supporter and donor information for effective engagement
- Provide recruitment support to managers (eg monitor recruitment inbox, coordinate interviews)
- To play a key role in the Operations Team and assist with general enquiries where needed

### General

- Work as part of the HMDT team to realise the charitable aims and organisational strategic plan, contributing to key cross-departmental activities and undertake any other duties which may be reasonably requested

### Person Specification

- Strong experience with finance systems with knowledge of XERO
- Strong experience in working with a CRM database with knowledge of Salesforce is desirable
- Experience with MS 365, Office, Word and Excel

# Senior Finance and Operations Officer - Job Description and Person Specification

## Recruitment pack July 2025



- Ability to multi-task and prioritise effectively
- Strong attention to detail
- Strong understanding of sensitive and confidential information
- Ability to work sensitively with stakeholders
- Ability to work independently and as part of a team
- An interest in and commitment to the values of HMDT
- Understanding of and commitment to diversity and inclusion

### Desirable Person Specification Requirements:

- Experience of finance with regard to charity fundraising
- Experience of HR and general admin support

This job description is intended as a guide to the main responsibilities of the role, not as an exhaustive list of duties and tasks. The post holder may be required to undertake other duties appropriate to the grade that are not listed above. HMDT examines and updates job descriptions periodically to ensure they relate to the role being performed.

All staff are required to support key activities such as attending HMD events therefore using annual leave in peak periods may be restricted.