



RECRUITMENT PACK

Finance and HR Administrator

OCTOBER 2026

About Age Well East

Our Mission

At Age Well East, we believe everyone deserves to age well.

Our mission is to support and empower people, to be the go-to place for people to feel connected, informed, and included as they grow older. We provide practical advice and information, connect communities through friendship and support, and help people navigate the emotional, physical and practical challenges that can arise as they age.

Our Impact

Essex is home to an estimated 320,000 people aged 65 and over, and nearly 20,000 people are living with dementia. The need for high-quality support services has never been greater.

Last year, Age Well East supported more than 4,000 people across Essex through a range of free-to-access services designed to improve wellbeing, reduce isolation and help individuals maintain their independence.

What We Do

Age Well East provides a broad range of community-based services including:

- Advice and information
- Welfare benefits support
- Befriending services
- Digital inclusion services
- Community clubs and social activities
- Assistance with Attendance Allowance applications
- Support with Blue Badge and Hidden Disabilities applications
- Signposting services

Through these services we help people remain independent, connected and empowered throughout later life.

Our Team

Governance is overseen by our board of six trustees who have a breadth of experience drawn from diverse backgrounds including health, charity, and private sector business.

The team comprises 31 employees and over 270 volunteers delivering a diverse portfolio of services that support older people across Essex through a combination of commissioned, grant-funded and community-led activity.

Job Title: Finance and HR Administrator



Salary: £22,848.00 per annum (£28,560.00 FTE)

Reports to: Head of Finance and Resources

Location: Home based with some occasional travel across Essex

Hours: 30 hours per week

Contract: Permanent

Annual Leave: 24 days pro rata per annum from 1 April to 31 March, plus birthday day (or day nearest). Bank holidays pro rata. Office closure between Christmas and New Year.

Purpose of the role

To provide efficient, accurate support across the Finance, Human Resources, and general administration functions, helping ensure the smooth day-to-day running of financial processes, recruitment, employee records, HR compliance, organisational records, and administrative systems. The post holder will work with confidentiality, attention to detail, and a strong customer-service focus while supporting effective operations and the organisation's mission to improve the lives of older people across Essex.

Key responsibilities:

Finance Administration

- Process purchase invoices, sales invoices, and expense claims accurately and within agreed timescales.
- Record transactions accurately using the organisation's accounting software, QuickBooks.
- Prepare payment runs and process supplier payments.
- Support the preparation of monthly management accounts and financial reports.
- Keep finance filing systems up to date and ensure procedures are followed consistently.
- Provide administrative support during audits and year-end financial processes.

Human Resources Administration

- Administer recruitment processes, including advertising vacancies, arranging interviews, issuing offer letters, and onboarding new employees.
- Keep employee personnel files and HR records accurate, current, and well organised.
- Process employment changes including starters, leavers, contract amendments, and absence records.
- Support payroll by ensuring employee data is accurate and submitted on time.
- Monitor mandatory training, DBS renewals, right-to-work documentation, and other compliance requirements.
- Assist with induction programmes for new employees and volunteers.
- Handle employee information confidentially and in line with GDPR requirements.
- Support the development and updating of HR policies and procedures.

General Administrative Support

- Provide practical administrative support across the organisation to help ensure efficient day-to-day operations.
- Maintain organisational records, shared files, templates, and administrative systems.
- Respond to internal queries relating to finance, HR, and general administration.
- Contribute to improving administrative processes so information remains accurate, accessible, and appropriately protected.

Person Specification

Essential Experience

- Previous experience in finance, HR, or office administration.
- Practical experience of processing invoices and supporting finance administration.
- Proven ability to handle confidential records with care and accuracy.
- Strong administrative and organisational skills.
- Confident use of Microsoft Office, particularly Excel, Word, and Outlook.

Essential Knowledge and Skills

- Excellent attention to detail and accuracy.
- Good communication and interpersonal skills.
- Ability to prioritise workload and meet deadlines.
- Understanding of confidentiality and GDPR requirements.
- Ability to work independently and as part of a team.

Desirable

- Experience working within the charity or voluntary sector.
- Experience using accounting software such as QuickBooks.
- Knowledge of HR systems and employment legislation.
- AAT, CIPD, or Business Administration qualification (or willingness to work towards one).

Personal Attributes

- Honest, trustworthy, and professional.
- Compassionate and committed to Age Well East's values.
- Flexible and adaptable.
- Positive, proactive, and solution-focused.
- Committed to continuous learning and improvement.

Other Requirements

- Commitment to safeguarding adults.
- Commitment to equality, diversity, and inclusion.
- Adherence to Age Well East's policies and procedures, including Health & Safety and Data Protection.
- Undertake any other reasonable duties consistent with the responsibilities of the post.

Appointment Process

How to apply

To apply, please submit your CV together with a covering letter explaining how your skills and experience match each of the criteria in the person specification, and what attracts you to the Finance and HR Administrator role at Age Well East. Applications should be sent to hr@agewelleast.org.uk no later than 8th November 2026.

Timeline

Applications close: 8th November 2026

First stage interview online: Week commencing 16th November 2026

Equality

Age Well East is an equal opportunities employer and operates an Equality, Diversity and Inclusion policy. All those invited to interview will have the opportunity to discuss any reasonable adjustments required for their interview(-s).

Further information

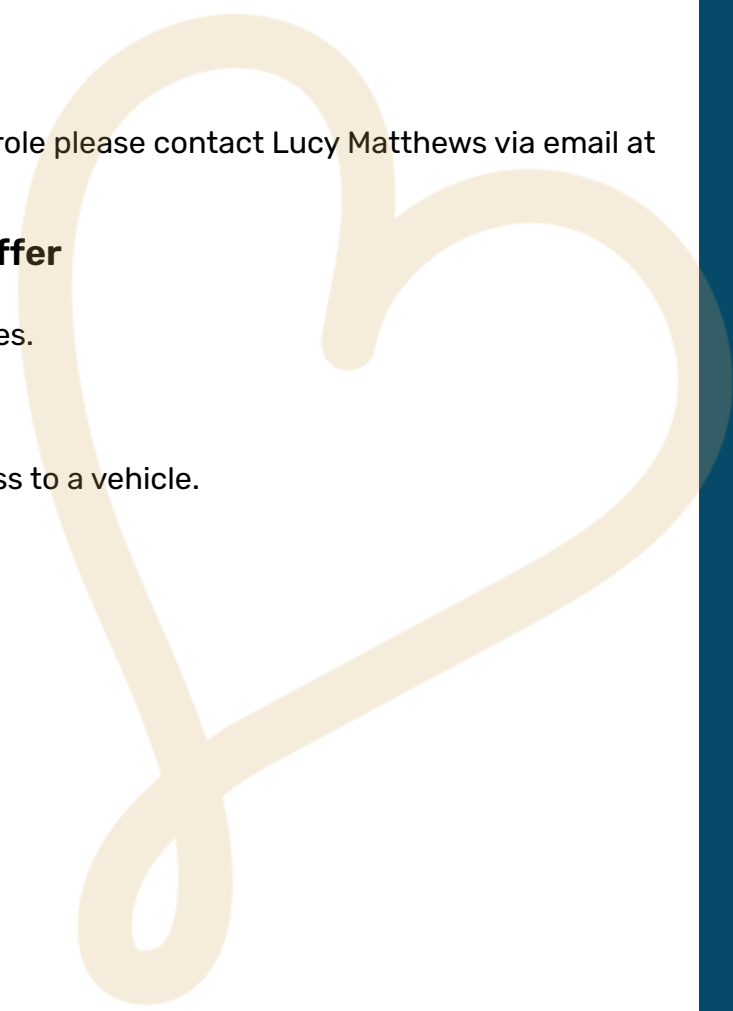
If you would like an informal conversation about the role please contact Lucy Matthews via email at lucy.matthews@agewelleast.org.uk.

Critical requirements accompanying any offer

Two satisfactory employment and personal references.

Pass DBS checks satisfactorily.

Full UK driving licence, business insurance and access to a vehicle.





Registered Charity Number: 1142414